



DEPARTMENT OF THE NAVY

COMMANDER NAVAL RESERVE FORCE
NEW ORLEANS, LOUISIANA 70146-5000

COMNAVRESFORINST 1001.5C CH-1
N12

8 FEB 1998

COMNAVRESFOR INSTRUCTION 1001.5C CHANGE TRANSMITTAL 1

Subj : ADMINISTRATIVE PROCEDURES FOR THE SELECTED RESERVE (SELRES) AND
PARTICIPATING MEMBERS OF THE INDIVIDUAL READY RESERVE (IRR)

- Encl : (1) Revised pages v through viii
(2) Revised pages 1-5 through 1-15 and new page 1-16
(3) Revised pages 2-1 through 2-4
(4) New page 2-4a, and revised pages 2-5 and 2-6
(5) Revised pages 3-1 and 3-2 and new page 3-2a
(6) Revised pages 4-5 through 4-7
(7) Revised pages 6-3 through 6-8
(8) Revised pages 7-3 and 7-4
(9) Revised pages 8-1 through 8-5
(10) Revised pages 9-1 through 9-3
(11) Revised page 16-1
(12) Revised pages 17-3 and 17-4
(13) Revised page A-9
(14) Blank pages A-10 and A-n
(15) Revised page A-19
(16) Revised pages B-1 through B-4
(17) Revised C-1
(18) Revised pages D-1 and D-2

1. Purpose. To issue change transmittal 1 to the basic instruction including and incorporating three previously issued interim changes mentioned in paragraph 2 below.

2. Cancellation. COMNAVRESFOR New Orleans LA 101000Z JUN 97, COMNAVRESFOR New Orleans, LA 251002Z NOV 97, and COMNAVRESFOR New Orleans LA 211004Z JAN 98.

3. Action

a. Remove pages v through viii from the basic instruction and replace with enclosure (1) of this change transmittal.

b. Remove pages 1-5 through 1-15 from the basic instruction and replace with enclosure (2) of this change transmittal.

c. Remove pages 2-1 through 2-4 from the basic instruction and replace with enclosure (3) of this change transmittal.

d. Remove pages 2-5 and 2-6 from the basic instruction and replace with enclosure (4) from this change transmittal.

e. Remove pages 3-1 and 3-2 from the basic instruction and replace with enclosure (5) of this change transmittal.

f. Remove pages 4-5 through 4-7 from the basic instruction and replace with enclosure (6) of this change transmittal.

g. Remove pages 6-3 through 6-8 from the basic instruction and replace with enclosure (7) of this change transmittal.

h. Remove pages 7-3 and 7-4 from the basic instruction and replace with enclosure (8) of this change transmittal.

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i. Remove pages 8-1 through 8-5 from the basic instruction and replace with enclosure (9) of this change transmittal.

j. Remove pages 9-1 through 9-3 from the basic instruction and replace with enclosure (10) of this change transmittal.

k. Remove pages 16-1 through 16-4 from the basic instruction and replace with enclosure (11) of this change transmittal.

l. Remove pages 17-3 and 17-4 from the basic instruction and replace with enclosure (12) of this change transmittal.

Remove page A-9 from the basic instruction and replace with enclosure (13) of this change transmittal.

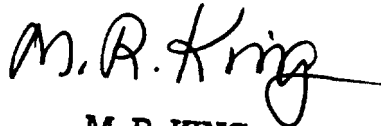
n. Remove pages A-10 and A-11 (exhibit 5) from the basic instruction and replace with enclosure (14) .

o. Remove page A-19 from the basic instruction and replace with enclosure (15) of this change transmittal.

p. Remove pages B-1 through B-4 from the basic instruction and replace with enclosure (16) of this change transmittal.

q. Remove page C-1 from the basic instruction and replace with enclosure (17) of this change transmittal.

r. Remove pages D-1 and D-2 from the basic instruction and replace with enclosure (18) of this change transmittal.


M. R. KING
Chief of Staff

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List A

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DEPARTMENT OF THE NAVY

COMMANDER NAVAL RESERVE FORCE
NEW ORLEANS, LOUISIANA 70146-5000

COMNAVRESFORINST 1001.5C
N12

25 APR 1997

COMNAVRESFOR INSTRUCTION 1001.5C

Subj: ADMINISTRATIVE PROCEDURES FOR THE SELECTED RESERVE (SELRES) AND
PARTICIPATING MEMBERS OF THE INDIVIDUAL READY RESERVE (IRR)

1. Purpose. To provide administrative procedures for managing participating members of the Naval Reserve (NAVRES). This instruction has been completely revised and should be read in its entirety.
2. Cancellation. COMNAVRESFORINST 1001.5B, ALNAVRESFOR 21/96, 15/96, 26/95, 25/95, and 020/95.
3. Scope. This instruction applies to administration of Naval Reservists.
4. Discussion. Effective immediately, administrators will use this instruction with BUPERSINST 1001.39B to administer Naval Reservists.
5. Administration and Maintenance. The Commander, Naval Reserve Force (COMNAVRESFOR) is responsible for administration and maintenance of this instruction. Recommended changes, together with supporting documentation, should be submitted to COMNAVRESFOR (N12) via the chain of command.
6. Exhibits, Acronyms and References. Appendix A is a list of exhibits appearing in this instruction. The acronyms used throughout this instruction are listed in appendix B and references are listed in appendix C.
7. Action. Addressees will ensure wide dissemination and implement this instruction.
8. Forms. Forms required by this instruction are listed in appendix D.
9. Reports. The following reports required by this instruction are approved for 3 years from the date of issuance:
 - a. COMNAVRESFOR 1910-1, SELRES Enlisted Vacancy/Anticipated Loss Report, contained in chapter 2, article 202a(1).
 - b. COMNAVRESFOR 7220-2, Additional IDT Certification Report, contained in chapter 8, article 802.

R.L. Suratt

RANDAL L. SURATT
Chief of Staff

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CROSS REFERENCE (LOCATOR) SHEET

COMNAVRESFORINST 5210.1C

DIRECTIVE:**DATE OF DIRECTIVE:****SUBJECT****SEE: (where publication is maintained)****REMARKS:**

COMNAVRESFORINST 5210.1C

NAVRES 5215/3 (REV. 2-86)

25 APR 1997

SUGGESTED FORMAT

To make this instruction responsive to both program requirements and Reservist's administrative needs, the sample format below shall be used to bring suggestions and/or problems to our attention.

(date)

From:

To : Commander, Naval Reserve Force (N12)

Via : (Complete chain of command)

Subj : COMNAVRESFORINST 1001.5C

1. The following suggestion/problems concerning COMNAVRESFORINST 1001.5C is submitted for review:

a. Description of suggestion/problem (with page number) :

b. Recommendation :

/s/ Signature
command identification
command telephone number

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CHAPTER 1AFFILIATIONS/ACCESSIONS

101. Naval Reserve Affiliations. Policy and eligibility criteria for affiliations are in BUPERSINST 1001.39B. Physical standards are in Naval Military Personnel Manual, Manual of the Medical Department and OPNAVINST 6110.1D. Advanced Pay Grade (APG), Navy Veteran (NAVET), Other Service Veterans (OSVET), Construction Basic Veteran (CB (VET)), and Recruiting Selective Conversion and Reenlistment-Reserve (RESCORE-R) accessions must comply with the provisions in this instruction. All Master-at-Arms (MA) accessions, except NAVETS, require Bureau of Naval Personnel (BUPERS (Pers-9) approval. Reserve Transition Benefits (RTB) recipients may not affiliate into pay status without prior authority from BUPERS (Pers-91).

102. Enlisted Affiliation Procedures

a. COMNAVRESCUITCOMINST 1133.1B lists documents required for affiliation. If reenlistment codes, recommendation for reenlistment or reaffiliation are not available, members who are otherwise eligible may be affiliated after signing the following NAVPERS 1070/613 (Page 13) entry witnessed by a recruiter or commissioned officer:

"(Date) : I understand the basis for affiliation is the characterization of my last period of Reserve or active duty service. I believe I am eligible because I was recommended for reaffiliation/reenlistment. Information received to the contrary will immediately terminate my assignment.

WITNESSED: _____
(Name, Rank, Title)

(Reservist's Signature)

Member's assignment will end effective the date of confirmation indicating ineligibility. Cite this paragraph as termination authorization. Personnel found ineligible for affiliation may not transfer from pay to nonpay units. Transfer the member to the IRR and forward the service record to Naval Reserve Personnel Center (NAVRESPERSCE (Code 4011)) with NAVPERS 1070/613 (Page 13) entry stating member is not eligible for affiliation because of (______). The medical and dental records are sent to the Department of the VA, Service Medical Records, P.O. Box 15090, St Louis, MO 63115-8950.

b. Preenrollment of family members in Defense Eligibility Enrollment Reporting Systems (DEERS) is mandatory. (Refer to chapter 10 of this instruction for procedures.)

c. Enrollment in the Direct Deposit System (DDS) is mandatory. The following Administrative Remarks (Page 13) entry is required for all new accessions :

"(Date) : I understand that:

- I am required to provide a signed and verified Direct Deposit System (DDS) Form to my Administrative/Personnel Office.

I may freely choose or change financial institutions.

- It is my responsibility to maintain a direct deposit account for the deposit of my Naval Reserve Inactive Duty Training (IDT) compensation, as long as I am a member of the Selected Reserve, unless I receive a specific exemption from this requirement.

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- Failure to establish and maintain an account in absence of a specific exemption, may subject me to administrative and/or disciplinary action under the Uniform Code of Military Justice.

WITNESSED: _____
(Name, Rank, Title)_____
(Reservist's Signature)

d. Individual exemptions may be granted by the Naval Reserve Activity (NRA) Commanding Officer (CO). Exemptions include, but are not limited to, cases of extreme personal hardship (such as member involved in litigation proceedings, member cannot obtain an account at a financial institution). Once the hardship has been resolved, the member must enroll in DDS.

e. Administrative reduction-in-rate for the purpose of affiliation in the Naval Reserve may be authorized with the following restrictions:

(1) Reduction-in-rate is voluntary and contingent upon affiliation.

(2) Commander, Naval Reserve Recruiting Command (COMNAVRESCUITCOM (N31)) is the approval authority.

(3) Applications considered for this affiliation option may not be approved if reduction-in-rate would place the member beyond high year tenure limits per OPNAVINST 1160.7B.

(4) BUPERSINST 1430.16D provides specific administrative guidance.

(5) Each prospective candidate must execute the following NAVPERS 1070/613 (Page 13) acknowledgment:

"(Date) : I voluntarily accept administrative reduction to paygrade _____ on date to qualify for accession in the Naval Reserve. I understand that I can request a waiver for time-in-rate from BUPERS (Pers-932) to participate in rating examinations. In computing the final multiple for advancement to_, my time-in-rate date is _____

AUTHORITY: COMNAVRESCUITCOM ltr Ser _____ of _____.

WITNESSED: _____
(Name, Rank, Title)_____
(Reservist's Signature)

103. Obligors Residing Outside Reasonable Commuting Distance. Reasonable commuting distance is defined in paragraph 402c(2) of this instruction. Procedures for initial assignment/reassignment of members with a mandatory Inactive Duty Training (IDT) obligation residing outside reasonable commuting distance follows:

a. Metiers residing outside the reasonable commuting distance from any NRA, and are qualified and eligible for assignment per paragraph 302b of this instruction, may affiliate with a Reserve unit provided they volunteer. Members who do not volunteer for such assignment will be transferred to the IRR NAVRESPERSSEN (Code 4011), Active Status Pool, per paragraph 402e of this instruction.

b. Members currently assigned to NRAs within a reasonable commuting distance may voluntarily transfer to a Naval Reserve unit outside a reasonable commuting distance provided priority manning requirements are not violated and upon approval of the gaining NRA CO. The new training location must have a vacant mobilization requirement.

c. Obligors requesting assignment outside a reasonable commuting distance must sign the following NAVPERS 1070/613 (Page 13) entry:

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" (Date): I acknowledge transfer/assignment to a Naval Reserve unit located outside a reasonable commuting distance is voluntary and I will not receive pay for travel expenses to or from my regular inactive duty training site. I also understand I must maintain satisfactory IDT participation.

WITNESSED: _____ (Name, Rank, Title) _____ (Reservist's Signature)

d. Obligers with mobilization potential assigned outside a reasonable commuting distance who become unsatisfactory participants; may be placed on 6 month probation, transferred to an NRA within a reasonable commuting distance, or transferred to the IRR as appropriate. If the NRA CO determines the member does not possess mobilization potential, process for administrative separation.

104. Officer Affiliation Procedures. COMNAVRESCRUITCOM is responsible for recruiting SELRES officers for IDT pay assignments per the SELRES officer accession plan. All affiliation requests to either pay or nonpay status will be processed by the local Reserve officer recruiter. Naval Reserve officers must be in an active status Ready Reserve (USNR-R) or Standby Reserve Active (USNR-S1) before issuing IDT orders authorizing drill participation. If a local or cross-assignment cannot be made, new officer accessions may remain In Assignment Processing (IAP) during their initial 6 months of participation. A sample format for an officer SELRES accession appears in appendix A, exhibit 9 of this instruction.

a. Commander, Naval Reserve Force (COMNAVRESFOR) has sole approval authority for pay billet quotas. Commander, Naval Air Reserve Force (COMNAVAIRESFOR); Commander, Naval Surface Reserve Force (COMNAVSURFRESFOR); Commander in Chief, U.S. Naval Forces Europe (CINCUSNAVEUR); Commander, Reserve Naval Construction Force Support Command (COMRNCFSFSC); Commander, Naval Reserve Readiness Command (NAVRESREDCOM) and COs of Naval Air Reserve (NAVAIRES), Naval Air Station (NAS) and Naval Air Facility (NAF) may approve nonpay assignments and issue orders for approved pay assignments.

b, Effective Date of Assignment. Do not authorize pay for IDT performed before the effective date of the officer's IDT orders. The effective date may not be earlier than any of the following dates:

- (1) Date orders to IDT were signed.
- (2) Date physical qualifications were established.
- (3) Effective date of transfer to the Ready Reserve.
- (4) Date flight status confirmed.
- (5) Date specified by approval authority.

c. Commands authorized to issue orders may also modify, change or terminate them with justification. Nonpay members may be assigned Additional Duty (ADDU) with SELRES units.

d. IDT orders issued to personnel in Explosive Ordnance Disposal (EOD) Team, Underwater Demolition Team (UDT)/Sea-Air-Land (SEAL) Team, Mobile Inshore Undersea Warfare (MIUW) Team and Mobile Diving and Salvage Units shall state if duty involves their particular specialty/qualifications .

e. Any officer who twice fails selection by a Reserve promotion board to the next higher rank is eligible for affiliation in the Naval Reserve at their current rank in a nonpay status. Designators 2105/2905 may be eligible for affiliation in a pay status upon receipt of authorization from COMNAVRESFOR (Nil) .

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f. Documents/requirements for initial affiliation. Affiliation, assignment documents and forms are listed in appendix C of BUPERSINST 1001.39B. The following documents/forms are required for initial affiliation:

(1) NAVPERS 1070/613 (Page 13) entry agreement to participate in DDS.

(2) DEERS enrollment is mandatory for all SELRES personnel. Chapter 10 of this instruction provides guidance/form requirements.

(3) Complete Reserve Standard Training Administration and Readiness Support (RSTARS) "gain" within 5 working days. The RSTARS gain entry automatically generates a service record request. If the service record is not received within 60 days contact NAVRESPERSSEN (Code 4011) or fax a copy of the orders marked "records request" to NAVRESPERSSEN (Code 421). The fax number is 504-678-1846.

g. Officer Orders. Only the approving authorities listed in paragraph 104a above may issue IDT orders. Order issuing authorities will use the Officer Application/Orders to Inactive Duty (NAVRES 1321/1) to issue orders and make billet assignments. Issuing authorities will process officer orders as follows:

(1) Screen applications for proper completion.

(2) Verify eligibility for assignment.

(3) Process SF-88 and SF-93 per Manual of the Medical Department (MANMED (NAVMED P117)) article 15-28. If there are any questions concerning an officer's physical status, hold in abeyance for further application processing pending final eligibility determination by Bureau of Medicine and Surgery (BUMED) .

(4) Process applications for transfer to pay status for qualified members of the Ready Reserve (USNR-R) and Standby Reserve-Active (USNR-S1) . Applicants from the Standby Reserve Active must be eligible and request transfer to the Ready Reserve by submitting a Ready Reserve Transfer Request Service Agreement (NAVPERS 1200/1) to Chief of Naval Personnel (Pers-91) .

(5) Orders for aviation officers entitled to Aviation Career Incentive Pay (ACIP) must contain one of the following statements:

(a) For 1315/1325/2105 (Flight Surgeon) designated officers and 1515 designated officers who are Naval Aviators or Naval Flight Officers (NFO) assigned to "Operational Flying" requirements, "ACIP authorized for Duty Involving Flying-Operations (DIFOPS) ."

(b) For 1315/1325 designated officers and 1515 officers who are Naval Aviators or NFOs assigned to authorized requirements other than Operational Flying, "ACIP authorized."

105. Residency/Affiliation Overseas

a. Personnel assigned to units overseas may not perform IDT with any other overseas unit (i.e., assigned to a unit in London performing IDT in Italy) . Forward assignment requests to the appropriate command. Requests should be submitted at least 60 days prior to anticipated departure from the Continental United States (CONUS). Submit requests via the supporting NRA if applicable. Enlisted personnel must include an Enlisted Application and Orders to a Naval Reserve Unit (obligor/nonobligor) (NAVRES 1326/5 or 1326/4), as appropriate, with the applicable member's section completed. Officers submit a letter application indicating unit, location and billet desired (if known) . Officers must include the following information in their request:

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(1) Current mailing address and contact address Outside Continental United States (OUTCONUS).

(2) Telephone numbers: Current day/night numbers. Point of contact number OUTCONUS if available.

(3) Anticipated date of departure from CONUS and arrival at contact address OUTCONUS.

(4) Anticipated duration of residency OUTCONUS.

(5) Statement that member will/will not accept a nonpay assignment if a pay assignment is not available.

(6) Government employees must also provide the name and OUTCONUS address of the government agency where they will be working.

(7) Those personnel drilling in Japan are required to sign the following NAVPERS 1070/613 (page 13) entry:

"Date: I understand that while performing inactive duty training in Japan I will not receive any of the rights or benefits under the Status of Forces Agreement treaty that active duty members of the Armed Forces and/or their family members receive.

I understand that while performing (annual training/active duty training/active duty for special work in an active duty status as a drilling Reservist in Japan, I will receive the same rights and benefits under the Japanese Status of Forces Agreement treaty that active duty members of the Armed Forces and/or their family members receive.

WITNESSED: _____ (Name, Rank, Title) _____ (Reservist's Signature)"

b. Established units are located:

<u>Location</u>	<u>Unit</u>	<u>Approval Authority</u>
London, England	(CINCUSNAVEUR D-130, NAVACTS 230, VTU 3001)	CINCUSNAVEUR (N13)*
Stuttgart, Germany	(USCINCEUR D-0130)	CINCUSNAVEUR (N13)*
Rota, Spain	(Voluntary Training Unit (VTU) 3009)	CINCUSNAVEUR (N13)*
Naples, Italy	(VTU 3004)	CINCUSNAVEUR (N13)*
Yokosuka, Japan	(VTU 3005)	NAVRESREDCOM REG 22
Seoul, Korea	(VTU 3101)	NAVRESREDCOM REG 22
Naval Station Guam	(NAVSTA GUAM D-120 VTU 3006)	NAVRESREDCOM REG 22

* Commander-in-Chief, U.S. Naval Forces Europe (N/13), PSC 802 Box 4, FPO AE 09499

c. Enlisted obligors (Construction Basic Sea and Air Mariners (CB SAM)) with a temporary nonmilitary commitment requiring travel/residency overseas in excess of 30 days may, upon completion of their Initial Active Duty Training (IADT), be transferred to the IRR temporarily deferring their active Reserve obligation. Upon returning to CONUS the members shall reaffiliate and

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complete the remainder of their obligated period. Paragraph 402e(1) of this instruction and BUPERSINST 1001.39B, chapter 4, paragraphs 405(2) and (3) pertain.

d. Obliger personnel assigned overseas who become unsatisfactory performers will be transferred to the IRR.

e. Nonobligor officer and enlisted personnel whose travel/residency overseas in excess of 30 days would create an IDT hardship may request transfer to the IRR per paragraph 402e(1) of this instruction.

f. The following personnel are not eligible for overseas assignment:

(1) Members with temporary ratings.

(2) Members failing to meet prescribed physical readiness standards.

(3) Members testing Human Immunodeficiency Virus (HIV) positive.

g. Temporary Additional Duty (TAD) overseas is not authorized.

h. Individuals assigned overseas in excess of 30 days must keep their service record holder informed of any changes per MILPERSMAN article 1860260.

i. Support Services. Overseas affiliations enable members of the Ready Reserve to continue their Naval career. Overseas residents can earn retirement credit while meeting mobilization requirements of United States Military commands in select OUTCONUS locations. Affiliation overseas is permitted with the understanding that many of the administrative and logistical support services available at CONUS activities (e.g., messing, berthing and uniform issue) will not be available.

j. Personnel residing overseas who desire to provide contributory support to an active Navy command in a pay status shall refer to COMNAVRESFORINST 1001.7 for application procedures.

106. Reaffiliation of Unsatisfactory Participants. Members terminated or separated from the SELRES "Not Recommended for Reaffiliation" require written approval from COMNAVRESFOR (Nil) via COMNAVRESFOR (N12)/COMNAVRESFOR (N11). Waivers will be requested in writing via the NRA in which the member is requesting affiliation using the format per appendix A, exhibit 1 of this instruction. The following information/documents must be included in the request:

a. Date terminated.

b. Written statement, signed by the member, explaining previous unsatisfactory participation, problem resolution and reason for desired reaffiliation

c. A NAVRES 1326/4 for enlisted or NAVRES 1321/1 for officers.

d. Letter of recommendation from NRA commanding officer.

107. Enlisted SELRES Accessions

a. Affiliated members are assigned to units (either pay or nonpay). Accessions assign individuals against end-strength (pay units only). COMNAVRESFORITCOM controls enlisted accessions through a rating reservation system based on changing program requirements. No enlisted member may join the SELRES without a recruiting reservation number, or an approved accession waiver from COMNAVRESFOR (Nil). Any person with a Recruiting reservation must be accessed, if a unit exists which allows assignment, even if a vacant local mobilization requirement is not available. Reservation numbers are not

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required for accession into the VTU. Center CO's are not authorized to place member into a pay status from VTU.

b. Effective Date of Assignrnt. Do not authorize pay for IDT performed before the effective date of the enlisted member's IDT orders. The effective date may not be earlier than any of the following dates:

- (1) Date orders to IDT were signed.
- (2) Date physical qualifications were established.
- (3) Effective date of transfer to the Ready Reserve.
- (4) Date specified by waiver authority.

108. APG/NAVET/OSVET/RESCORE-R Program Requirements. Members enlisted under this program with paygrade incentive options hold a temporary rate until requirements for their permanent rate have been completed. APG/NAVET/OSVET have a maximum time limit of 36 months from the date of enlistment to make their rate permanent. Members enlisting/affiliating under the RESCORE-R option generally have a maximum time limit of 18 months to complete the eligibility requirements to participate in the advancement examination to complete the lateral conversion, or in the case of designated strikers, concurrent conversion. Refer to article 1703 of this instruction concerning required counseling. Ensure appropriate Mobilization Assignment Status (MAS) codes are assigned (i.e., TBX) as applicable for the enlistment/affiliation program.

a. APG. This program provides for the enlistment of APG personnel who are (or recently have been) employed in a civilian occupation which relates to an undermanned rating. Nonprior service personnel incur an 8 year Military Service Obligation, six of which must be served in the SELRES. The remainder of their enlistment may be either in the SELRES or the IRR. APG program requirements are:

(1) Must successfully complete professional courses required up to their paygrade (e.g., PN3 and 2, AD3, AD1, Seabee Combat Handbook) .

(2) Must successfully complete military courses required for their paygrade (e.g., SN, FN, AN, BMR, MRP03, MRP02, MRP01).

(3) Must satisfactorily complete Personnel Advancement Requirements (PARs) required for their rate (e.g., PN3, PN2, UT3, AD1).

(4) Nonprior service personnel will attend an APG indoctrination course within 12 months of accession. Echelon IV activities can authorize 1 year waivers. Waivers beyond 2 years must be referred to COMNAVAIRESFOR (N12)/COMNAVSURFRESFOR (N11), as appropriate. APG school is not required for any member who has completed Initial Active Duty for Training (IADT) in any branch of the service.

(5) Completing Petty Officer Indoctrination Course, if a petty officer.

b. NAVET paygrade reenlistment incentive program. This program provides for enlistment/reenlistment in a temporary paygrade for personnel having prior active or inactive service in the Navy or Naval Reserve. Personnel enlisting under this program will complete the professional and military courses and PARs for the temporary rate only. APG school and petty officer indoctrination courses are not required.

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c. OSVET (temporary paygrade) . This program provides for enlistment in a temporary paygrade for personnel having prior active or inactive service or are presently serving in other Reserve components of the armed forces. personnel enlisting under this program will complete the professional and military courses and PARs for paygrades E2 through the temporary paygrade. Petty officer indoctrination course is required for petty officers.

d. RESCORE-R. This program allows recently separated/discharged NAVETS and IRR personnel who are in closed ratings and would otherwise be ineligible for enlistment/affiliation to access into open ratings via a change of rating. COMNAVRESFOR will publish an ALNAVRESFOR Enlisted Career Management Objective (ECMO) message identifying rates eligible for RESCORE-R. Program requirements follow:

(1) Must be a NAVET in paygrades E4 through E6 or designated E3 striker who meets the professional growth criteria for reenlistment. Personnel in paygrades E3 and E4 must have less than 10 years of qualifying service for retirement.

(2) Must be within 24 months from date of last USN/USNR separation or discharge. Applicants who have been in a drill status since separation from active duty must have been recommended for reaffiliation or in receipt of a COMNAVRESFOR (Nil) waiver.

(3) Must be in an ECMO "D" or "E" rating at the time of recruitment and agree to convert to an ECMO "A" or "B" rating listed in the current NAVRESFOR ECMO message. Accessions to ECMO "A" ratings are authorized provided valid training can be obtained at the local NRA. Accessions to ECMO "B" ratings require approval from COMNAVRESFOR (N113). Although ECMO "C" is considered desired manning, accessions may be reviewed by COMNAVRESFOR (N113) on a case-by-case basis if no reservations are available. A NAVET holding a critical NEC per the current NAVRESFOR ECMO message is not eligible for RESCORE-R.

(4) Must obligate to membership in the Ready Reserve for a minimum of 4 years from the date of enlistment or affiliation.

(5) Must complete lateral conversion prerequisites within 18 months from date of enlistment or affiliation unless modified by waiver from COMNAVRESFOR (N11). The exceptions to this are the Legalman (LN), Intelligence Specialist (IS) and MA ratings, which have 36 months to complete conversion. Additional requirements for these ratings are in BUPERSINST 1001.39B. Aviation Antisubmarine Warfare (ASW) Technician candidates must be prior aircrew-qualified and acknowledge awareness of training requirements specified in MILPERSMAN, BUPERSINST 1326.4A and OPNAVINST 3710.7Q. RESCORE-R personnel must receive documented counseling by the NRA's program coordinator at the 6th and 12th month anniversary of enlistment date. Failure to complete the program requirements within 18 months shall result in member's termination from the RESCORE-R program. Members whose permanent rating has changed to ECMO category "A" or "B" should be retained in pay status in their permanent rating. Transfer members with ECMO categories "C" through "E" to a nonpay drill status in their permanent rating, or to the IRR. RESCORE-R failures are not eligible for future accession under the RESCORE-R program.

(6) Must participate in the first advancement examination following completion of all advancement prerequisites. To successfully convert, personnel must achieve a Standard Score (SS) of 37. Members failing to achieve a SS of 37 on the first attempt must participate in the next exam cycle. Failure to achieve a SS of 37 on the second attempt shall result in the transfer to nonpay in their permanent rate. Only designated strikers are authorized concurrent conversion through successful examination participation

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(e.g., BMSN to SK3). All other RESCORE-R personnel must be laterally converted (e.g., BM3 to SK3) before competing for advancement. RESCORE-R personnel may not compete for advancement in their permanent rate. Conversion must be completed within 36 months of enlistment/affiliation.

(7) NRAs will assign a "Rating Conversion" Navy Enlisted Classification Code (NEC) upon enlistment (e.g., a BM converting to SK will be BM with an SK NEC of 2899). NRAs shall monitor RSTARS to ensure conversion NEC is reflected. If the conversion NEC is not reflected after 90 days, the NRA shall request assignment of an NEC using NAVPERS 1221/1. RESCORE-R personnel are further identified with a Military Obligation Designator (MOD) of zero. Personnel initially enlisting in the regular Navy who have not completed their 6 or 8 year MSO should be coded as "7" and a Mandatory Drill Code (MDC) of zero, which is unique for RESCORE-R participants. Conversion NECs are listed in volume II, chapter III of NAVPERS 18068F.

(8) RESCORE-R participants shall be assigned to a local vacant billet of the same rating the member is converting to, consistent with the billet's vertical RFAS codes. If no vacancy exists, participants must be assigned to a local unit whose billet structure contains an exact rating match in the same paygrade or higher. RESCORE-R participants placed IAP after initial billet assignment will be processed per paragraph 307 of this instruction.

(9) NRAs shall remove conversion NECs upon successful conversion, failure to demonstrate satisfactory progress, or failure to complete all requirements. COs/Officers in Charge (OICs) shall notify BUPERS (Pers-932) and COMNAVRESFOR (N113) of terminations. Ensure COMNAVRESFOR (N113) is a "copy to" on the NAVPERS 1221/1 (Navy Enlisted Classification (NEC) Change/Recommendation) .

(10) Requests for accession/conversion to the Master at Arms (MA) rating must be approved by Director, Naval Criminal Investigative Service (NCIS 24F) per BUPERSINST 1001.39B. Review and approval by NCIS is available by calling commercial (202) 433-9105 or DSN 288-9105. MA applicants must comply with OPNAVINST 1440.1C before approval.

(11) Include a favorable endorsement from a Navy Chaplain for requests for accession to Religious Program Specialist (RP) rating applications.

(12) Submit requests for accession to the Intelligence Specialist (IS) rating via the local Reserve Intelligence Program Officer (RIPO).

(13) Submit Cryptologic Technician (CT) rating accessions via the local Naval Reserve Security Group Program Representative.

(14) Direct questions for rating eligibility determinations to COMNAVRESFOR (N113).

(15) Submit applications to COMNAVRESCUITCOM (N31) per COMNAVRESCUITCOMINST 1133.1B. Forward requests for RESCORE-R into ratings requiring an "A" school to BUPERS (Pers-932) via COMNAVRESCUITCOM (N31) and COMNAVRESFOR (N113).

(16) Action

(a) COMNAVRESCUITCOM will:

1. Update COMNAVRESCUITCOMINST 1133.1B to include procedures for RESCORE-R applications per guidelines in this instruction.

2. Ensure ECMO category "B" applications are forwarded to COMNAVRESFOR (N113) for final approval.

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3. Ensure RESCORE-R accessions sign a NAVPERS 1070/613 (Page 13) acknowledging all requirements needed (with exception of military courses already completed and documented) to make their conversion rate permanent and the consequences if the time frames are not met per this instruction. An example follows:

"(Date): I understand that, by enrolling in the RESCORE-R program, I must complete all lateral conversion prerequisites within 18 months of this date. These prerequisites are: _____ I must participate in the first advancement exam following completion of these prerequisites. If my rating conversion is not completed within 36 months of this date, I will be terminated from the RESCORE-R program, and may be transferred to a nonpay drill status or to the IRR.

WITNESSED: _____
 (Name, Rank, Title) (Reservist's Signature)

4 Provide NAVRESPERScen (Code 22) with copies of recruiter letters of authorization.

(b) COMNAVSURFRESFOR/COMNAVAIRESFOR will monitor program administrative procedures for accuracy and ensure completion of program requirements within the time allowed.

(c) Naval Reserve Readiness Commands (NAVRESREDCOMs), NAVAIRESs, Naval Air Reserve Activities (NAVAIRESACTs), NASS and NAFs:

1. Provide guidance and control to ensure program effectiveness.

2. Monitor RSTARS entries for accuracy.

(d) NRAs:

1. Ensure proper RSTARS gains are submitted.

2. Track RESCORE-R conversions ensuring RSTARS and service record entries are completed and reflect accurate affiliation data.

3. Provide resources necessary to complete requirements of the RESCORE-R Program.

4. Counsel all RESCORE-R personnel on a semiannual basis. Document to ensure participants are aware of their status (toward completion of requirements or a need for a COMNAVRESFOR (Nil) waiver. Include the consequences if requirements for advancement are not completed within the required time frame).

5. Ensure the termination of all personnel who fail to demonstrate satisfactory progress or fail to complete all requirements within the prescribed time frame. Consider requesting a waiver for members experiencing unusual circumstances. COs/OICs shall determine reaffiliation status and notify BUPERS (Pers-932) and COMNAVRESFOR (N113) of terminations.

6. COMNAVRESFOR (Nil) waivers may be submitted for the following with supporting documentation:

a. Members whose rates change to ECMO "A" or "B" from "C" can submit a waiver request to drop out of the RESCORE-R program and be retained in a drill pay status in their permanent rate.

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b. Members who fail to demonstrate satisfactory progress or fail to complete requirements at no fault of the member may submit a waiver request to extend time allowed to complete requirements.

7. Additional guidance on management of the APG/NAVET/OSVET/RESCORE-R programs, including separations, appeals, satisfactory performance, can be found in BUPERSINST 1001.39B.

109. CONSTRUCTION BASIC VETERAN (CB(VET) RECRUITING PROGRAM. Designed to enlist veterans from any service who are interested in both a civilian and military career in construction trades. Requirements are as follows:

a. Enlistments/affiliations will be for a minimum of 3 years. Members currently under contract must have a minimum of 3 years remaining on their current or extended contract, if applicable, to meet program requirements. CB(VET) applicants will be enlisted as follows: NAVET personnel will be enlisted/affiliated in their permanent rating, with a paygrade no higher than E4, and a temporary lateral conversion to a construction rating (e.g., MMFN (CMCN), MM3 (CM3)). OSVET personnel will be enlisted with a permanent rate of Seaman (SN) and a temporary construction rating, no higher than E4 (e.g., SN(CMCN), SN(CM3)). To be eligible for the Montgomery G. I. Bill, the enlistment must be for 6 years.

b. No construction experience is required; however, veterans must have completed a minimum of 12 weeks IADT (Basic Training) and be enlistment eligible.

c. CB(VET) accessions will be assigned to local Naval Mobile Construction Battalion (NMCB) Unit if available. CB(VET) accessions will not be affiliated with Air activities when a local NMCB unit is available. NRAs with CB(VET) personnel in Non-Program 7 units must contact COMNAVSURFRESFOR (N17) for case-by-case determination of transfer or reassignment guidance.

d. Applicants for the CB(VET) program at paygrade E3 must have 8 years or less and members at paygrade E4 must have less than 10 years prior military service.

e. Members must meet entrance requirements per COMNAVRECRUITCOMINST 1133.1B.

f. Applicants must meet minimum ASVAB test score requirements per chapter 6 of COMNAVRECRUITCOMINST 1133.1B. A current ASVAB test is required for all CB(VET) applicants not currently under contract. ASVAB waivers will be submitted per chapter 3 of COMNAVRECRUITCOMINST 1133.1B.

g. CB(VET) personnel must complete their prospective rating "A" school equivalency qualification standards (e.g., building framing, block laying) within 2 years of enlisting in the program. An additional 6 months may be granted by the unit CO if the member has made significant progress towards completing the requirements or there are extenuating circumstances which prevented completion within 2 years. The member is expected to complete the qualifications within 6 additional months. Only one 6 month extension is permitted. Members must sign a page 13, verifying and documenting/understanding program requirements. Waivers will be reviewed on a case-by-case basis by COMNAVRESFOR (Nil). The CB(VET) will be permanently designated when rating qualifications are completed.

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h. NAVETs who have been discharged under 4 years will be able to retain their military qualifications. NAVETs discharged over 4 years, and OSVETs, will be required to complete all military courses required for member's paygrade.

(1) CB(VET) enlistees who do not complete requirements, pass the advancement exam in the required time, or are approved for transfer to the IRR prior to completing requirements, will revert to their permanent rating and be transferred to the IRR.

(2) Gain CB(VET) accessions/affiliations using Mandatory Drill Code (MDC) 4 and Military Obligation Designator (MOD) O. Before entering the gain in RSTARS on a CB(VET) who is a NAVET, NRAs will contact their echelon IV Research Status Log (RSL) Coordinator to verify the member's current rate held in IMAPMIS. The CB(VET) must be gained using the rate held in IMAPMIS. Once the gain is processed, the NRA will make a Miscellaneous Change entry changing the permanent rate to the temporary rate. Ensure the effective date of rate is not changed from the date of rate used when initially gained as a CB(VET). Name one of the RSTARS USER DEFINED FIELDS "CB(VET)" and Enter a "Y". NRAs will track CB(VET) personnel using a local AD HOC Report until a CB(VET) MDC is developed.

(3) NMCB CO's/OIC's are responsible for tracking the counseling and completion of Professional and Military Requirements, and are required to forward a copy of the tracking report annotated with the progress and completion of CB(VET) requirements to the Battalion and the local NRA CO. CO's and OIC's of Non-NMCB units with CB(VET) personnel assigned locally and crossed assigned out are to provide the same.

(4) COMNAVSURFRESFOR (N17) maintains the Construction Rating Skills Equivalency Handbooks. These handbooks will be mailed directly to CB(VET) personnel by COMNAVSURFRESFOR (N17) within 2 months after affiliation. Members will be required to sign the following sample NAVPERS 1070/613 (Page 13) documenting the receipt of the handbook and their understanding of the requirements of the CB(VET) program. Members will have 24 months from that date to complete the Construction Rating Skills Equivalency Handbook. All other requirements of the program to make the temporary CB rating permanent, including passing the E4 advancement exam, must be completed within 36 months from accession date into the CB(VET) program. SAMPLE :

"(DATE): I acknowledge receipt of the Construction Rating Skills Equivalency Handbook this date, which I understand I have 24 months to complete from this date. I further understand that I must complete all other requirements within the 36 months from (accession date) to make rate permanent.

MEMBERS SIGNATURE

CO's SIGNATURE
OR By direction"

(5) Passing the E4 advancement exam for their temporary rate with a standard score of 37 or better is required for all CB(VETS). E3 personnel receiving a score that meets the minimum cut-off score for their rating will be advanced per BUPERSINST 1430.16D.

(6) CB(VET) personnel not completing all requirements within the prescribed time will be reverted to their permanent rate on the day following the expiration date and transferred to the Individual Ready Reserve (IRR), Not

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Recommended for Reaffiliation/Reenlistment. Selected Reservist Permanent Rating Retention will be authorized on a case-by-case basis with COMNAVRESFOR (Nil) approval the month after the 36 months deadline.

(7) CB(VET) personnel in an Unsatisfactory Drill Status, if not given a onetime probation, will be reverted to their permanent rate and transferred to the IRR, not recommended for reaffiliation/reenlistment.

(8) CB(VET) personnel still in a temporary rate who request transfer to the IRR or other Branches of Service (e.g., USN, Army, Marines, National Guard) will be reverted to their permanent rate 1 day before transfer.

110. Accelerated Initial Accession (AIA) Program. The AIA program allows nonprior service personnel to enlist at a permanent paygrade of E2 with a temporary paygrade of E3. Recruitment to this program will use existing AN, FN and SN reservations. Requirements are as follows:

a. Applicants must be nonprior service, a high school graduate or have earned a General Equivalency Diploma (GED), and have an AFQT of 31 or above. Applicants must be at least 26 years of age and not exceed a computed age of 36 (not to have reached 37th birthday).

b. Enlistments/affiliations will incur an 8 year Military Service Obligation (MSO) and a 4 year Mandatory Drill Obligation (MDO).

c. Members will be accessed to a Defense Grouping (DG) NEC at both the permanent paygrade of E2 and temporary grade of E3.

d. Temporary E3 personnel will have 24 months from date of enlistment to complete all requirements to make their paygrade permanent.

(1) Complete required courses (e.g., AN/FN/SN, and BMR).

(2) Attend APG School within 12 months of accession. Echelon IV activities can authorize waivers of 1 year. Additional waivers must be approved by COMNAVAIRESFOR (N12) or COMNAVSURFRESFOR (N11), as appropriate.

(a) The following requirements must be completed within 24 months of accession if not completed and documented during APG school:

1. General Shipboard Firefighting (Course Number J-495-0412) or Shipboard Aviation (Course Number J-495-0413).

2. Basic Damage Control PQS, NAVEDTRA 43119-2, (Chemical, Biological, and Radiological Defense (CBR-D) sections only).

3. Damage Control Team Training (Course Number K-495-0045).

4. Fourth Class swimmer qualifications described in MILPERSMAN article 6610120.

(b) AIA program applicants must be accessed to a local vacant billet (e.g., SN to SN billet, AN to AN billet, or FN to FN billet) or to a billet match within the DG NEC.

(c) Applicants must sign the following NAVPERS 1070/613 verifying and documenting an understanding of the program requirements.

9 FEB 1990REQUIREMENTS FOR PERMANENT RATE (SN/AN/FN AIA)

"Date: Enlisted this date in the Naval Reserve for a period of 8 years, in the permanent rate of SA/FA/AA (E2) and temporarily advanced to the rate of SN/FN/AN (E3) (as appropriate). Assigned to _____ drill pay status which meets physical standards of the program for Naval Enlistment. Authority for this enlistment is Commanding Officer, Naval Reserve Recruiting Command, Naval Reserve Quality Control Enlistment authorization letter serial _____ of _____

_____"
Signature of Recruiter

"Date: I understand and agree that I am enlisting under the provisions of the Accelerated Initial Accession (AIA) Program as a temporary AN/SN/FN and permanent AA/SA/FA for 8 years with a 4 year mandatory drilling obligation. I have 24 months to complete the Basic Military Requirements (BMR) and the _____ course. Completion of BMR and the _____ course cannot be waived.

Attendance at APG School is mandatory within 12 months of enlistment. Echelon IV activities may authorize waivers of 1 year. Additional waivers must be approved by COMNAVAIRESFOR (N12) or COMNAVSURFRESFOR (Nil) .

I understand 24 months is considered adequate time to complete requirements for the paygrade to which I am temporarily advanced. I understand that if I fail to complete the requirements in 24 months, I will be reverted to my permanent paygrade. Satisfactory performance of inactive duty training and AT is a requirement for making the authorized paygrade permanent.

If I fail to complete any of the above requirements in the specified time period or if I become unsatisfactory in drill attendance prior to the end of my 4 year obligation, I may be authorized probation from the Commanding Officer of the Naval Reserve activity or be transferred to the Individual Ready Reserve. Reaffiliation is not authorized without approval from the Commander, Naval Reserve Force (N113).

I understand that to compete for advancement or become designated, I must successfully complete the APG school, all professional requirements, PARS, and military courses for advancement for the desired rate, prior to participating in the Navy-wide Advancement examination if recommended for advancement. If striking for an "A" School required rating, approval from Bureau of Naval Personnel (BUPERS) (Pers-932) must be requested prior to participation in the E4 Advancement Exam.

The following requirements must be completed within 24 months of accession if not completed and documented during APG school:

1. General Shipboard Firefighting (Course Number K-495-0045) or Shipboard Aviation (Course Number J-495-0412).
2. Basic Damage Control PQS, NAVEDTRA 43119-2, (Chemical, Biological and Radiological Defense (CBR-D) sections only).

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3. Damage Control Team Training (Course Number K-495-0045).
4. Fourth Class swimmer qualifications as described in MILPERSMAN article 6610120.

I may request transfer in writing to the Individual Ready Reserve at the end of my 4 year obligation.

My enlistment in the Naval Reserve is based on my experience, education and/or desire to enter a specific occupational field. I have been assigned a defense grouping NEC of _____

Signature of Witness

Signature of Member

Signature of Enlisting Officer

(d) Hospital Corpsman (HN), Dentalman (DN), Cryptologic Technical (CT), and Constructionman (CN) are excluded from the AIA Enlistment Program.

(e) AIA program members must show a desire during a personal interview to work in the DG NEC field requested and have the ability to achieve success in that field as evidenced by AFQT scores.

(f) Members completing the AIA Program must use their NRA Professional Development Board for further advancement.

e. Members are to be counseled concerning their program progress at the 6, 12 and 18 month period.

111. SELRES ECMO

a. General. The ECMO provides NRAs with manning statistics by individual rate. The list, published quarterly by an ALNAVRESFOR message, identifies open and closed rates, critical NECs and advancement opportunities for SELRES.

b. ECMO Categories. The ECMO is used to determine eligibility for rating conversions, participation in E4 advancement examinations, RESCORE-R program eligibility, and Reserve Transition Bonus eligibility.

(1) Rate manning. Divided into the following five categories. Percentages are determined by comparing the Enlisted Program Allowance to the onboard strength, by rating. ECMO categories are defined as follows:

- | | |
|---|------------------------------|
| (a) Category A - Critically Undermanned | less than 75 percent |
| (b) Category B - Undermanned | greater than 75-100 percent |
| (c) Category C - Desired Manning | greater than 100-125 percent |
| (d) Category D - Overmanned | greater than 125-150 percent |
| (e) Category E - Excessively Manned | greater than 150 percent |

(2) Advancement opportunities. Divided into three categories as follows:

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- (a) Category (1) - excellent
- (b) Category (2) - good
- (c) Category (3) - limited

(3) Critical NEC

(a) "Critical" determination results from both undermanning and replacement requirements (e.g., length of training or school quota availability) .

(b) Members holding critical NECs or component NECs listed in the ECMO message are considered ECMO category "A".

c. Restrictions

(1) Ratings requiring class "A" school are closed to entry by non-designated strikers. Participation in the E4 advancement examination for these ratings requires BUPERS (Pers 932) approval. Requests should be received prior to 15 January or 15 July for the February and August examinations, respectively. Late requests will be considered for participation in the next exam cycle. Waiver requests will be submitted using the format found in appendix A, exhibit 6 of this instruction.

(2) Rating conversions are authorized from overmanned to lesser-manned categories. Conversions from category "A" are not authorized. Change of rate or RESCORE-R conversions into categories "D" and "E" are not authorized.

d. COs Implementation of ECMO

(1) Counsel personnel in ECMO categories "A" and "B" about the relative advantages and opportunities of a NAVRES career in their present rating. Conversions from category "A" will not normally be authorized. Conversions from category "B" to a category "A" or another category "B" rating may be considered.

(2) Counsel personnel in ECMO category "C" about the limitations of a NAVRES career in their present rating and encourage them to request conversion to category "A" ratings. Conversion to category "B" ratings will depend upon current manning requirements at the time of the request. Conversion to category "C" ratings will not normally be approved.

(3) Counsel personnel holding or eligible for critical NECs about retaining eligibility or attaining a critical NEC. If eligible, make assignments to critical NEC requirements per this directive and NAVPERS 18068F, section II. NAVPERS 18068F, section II defines NEC eligibility and gives application procedures.

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CHAPTER 2UNIT/PROGRAM ASSIGNMENTS

201. General. Certain units are designated for priority manning to ensure operational or mobilization readiness, to correct manning deficiencies, or for other conditions demanding manpower management attention. The goal of Reserve unit manning is to assist in maintaining desired readiness levels in specific units by directing assignment of Reservists to the most appropriate units. Specific unit priorities are listed on Reserve Training Support System Billet/Personnel (RTSS BIL/PERS) report. Lists of units by priority are in the current COMNAVRESFORNOTE 5320 (Subj: Selected Reserve (SELRES) Unit Priority Manning) .

202. Priority Manning. All priority IA and IB units will be manned at a minimum of Category Personnel 2 (CPER2) as listed in the current COMNAVRESFORNOTE 5320 continually working towards CPER1. Personnel assigned to a valid billet in a lower priority unit will not be involuntarily transferred to a priority IA or IB unit which is at or above CPER2. The primary method for filling vacancies in priority IA and IB units is through new accessions and voluntary transfers. CPER levels are listed in COMNAVRESFORNOTE 3501. Officer and enlisted Naval Reservists will be assigned as follows:

a. Priority IA Units. Assignment to priority IA units takes precedence over all other assignments.

(1) Priority IA units must report vacancies and anticipated losses to supporting echelon IV commands so recruiting and reassignment action can be initiated immediately. Anticipated loss reports may be based on results of reenlistment screening required by MILPERSMAN article 1040300 or other appropriate reasons. Submit SELRES Enlisted Vacancy/Anticipated Loss reports (report symbol COMNAVRESFOR 1910-1) in the format of appendix A, exhibit 2 of this instruction.

(2) Echelon IV commands will direct transfer and assignment to vacancies.

(3) Personnel may only be assigned to priority IA units to fill vacant mobilization requirements. They may be assigned up to 1 month early to replace anticipated losses. Personnel should not be Cross-Assigned In (CAI) or Cross-Assigned Out (CAO) of priority IA units.

(4) Members residing within a reasonable commuting distance and who are eligible and qualify for assignment by either exact rate/designator/NEC/Naval Officer Billet Classification Code (NOBC) match, within vertical RFAS, will be ordered to priority IA units. Enlisted and officer nonobligors declining orders will be terminated from SELRES pay status, per paragraph 302a of this instruction.

(5) Obligers cannot refuse orders; however, transfer will not be completed until the member reports to the priority unit for duty. Should participation become unsatisfactory as a result of failure to report to their new assignment under this provision, obligors will be processed for unsatisfactory participation by the losing activity. Annotate reason for termination on the orders.

b. Priority IB Units. Assignment to priority IB units takes precedence over all other assignments except priority IA units.

c. Priority II Units. Assignment to priority II units takes precedence over all other assignments except priority IA and IB units.

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d. Except for Naval Reserve Force (NRF) ship remote detachments, NRF Explosive Ordnance Disposal Mobile Units (EODMU) and U.S. Marine Corps Units, Reservists will not be CAI or CAO of priority 1A or 1B units. Reservists assigned to program 6 Naval Supply Advanced Base Functional Components (ABFCs), including Navy Cargo Handling Battalions (NCHBs), may only be CAI or CAO of other similar type program 6 units. Reservists assigned to Mobile Inshore Undersea Warfare Units (MIUWU's) may only be CAI or CAO from other MIUWU's within the Inshore Undersea Warfare Group (IUWGRU).

e. Reservists within 1 year of Expiration of Service (EOS) will not be initially assigned or transferred to priority IA, IB or II units unless they execute an extension of enlistment per MILPERSMAN article 1050250 before assignment.

f. Precedence for assignment of personnel with equal qualification is found in chapter 3 of this instruction.

203. Special Assignments

a. Diver Qualified Personnel. Officers with diving NOBCs (9293, 9294, 9312, 9313, 9314, 9315, 9375, or 9230) and enlisted personnel with diving NECs (5311, 5320, 5326, 5327, 5331, 5332, 5333, 5339, 5342, 5343, 5345, 8136 or 8493) may only be assigned to Special Warfare (SPECWAR), SEAL, EOD, Mobile Diving and Salvage Unit (MDSU), Underwater Demolition Teams, or other units having specific NOBC/NEC requirements for divers. Hospital Corpsmen (HM) holding NEC 8492 who are SEAL qualified will be assigned to SEAL units. If a local billet for the NEC/NOBC is not available, members will be CAO to a billet in a unit listed above.

b. Surface Warfare Officer (SWO) Designation. Qualified SWOs will be assigned to billets that require SWO designation. Officers should not be assigned to other requirements when local unfilled SWO requirements exist.

204. Submarine Force (Program 1). Members qualified in submarines or possessing submarine-related NOBCs or NECs, must be locally assigned or CAO to submarine program requirements. Such Reservists will not be assigned to other billets when submarine program vacancies exists.

205. Air Forces (Program 5)

a. Enlisted Aircrew. Enlisted personnel will be assigned to duty involving flying as directed by COMNAVAIRESFOR except as noted in paragraph 225 of this instruction. ASW Operators will be authorized Duty Involving Flying Crew (DIFCREW) status. Personnel completing Class "A" School/Reserve Antisubmarine Warfare Training Center Sensor Operator training will be issued DIFCREW orders upon return from school.

b. Aerospace Designated Officer Assignments. Aerospace designated officers will be assigned to aviation requirements per COMNAVAIRESFORINST 3710.4C.

(1) Members must meet medical standards (Medical Service Group) per OPNAVINST 3710.7Q.

(2) All 1315/1325 officers and 1515 officers who are designated Naval Aviators or NFOs are eligible for ACIP provided they meet mobilization assignment criteria in BUPERSINST 1001.39B. They must also meet the physical standards in MANMED (NAVMED P117), chapter 15 and the physical readiness standards in OPNAVINST 6110.1D.

(3) Upon initial assignment, officer gains must be entered into Inactive Manpower and Personnel Management Information System (IMAPMIS) before

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BUPERS (Pers-912) will establish Aviation Commission Date and Aviation Service Entry Date for ACIP entitlement.

c. Operational Billets. Only assignments to operational billets count toward the months of flying needed to qualify for continuous ACIP at the 12 and 18 year gates. The Chief of Naval Operations (CNO) has designated operational flying assignments as follows:

(1) Designated Officers 1315/1325. All 13XX billets in Reserve Force Squadrons (RESFORONS), C-12/T-39 logistic units, training units providing flight instructor augmentation of Naval Air Training Command, and Commander, Carrier Air Wing Reserve-20 (COMCARAIRWINGRES Two Zero) units are considered operational flying assignments. All other 13XX/Reserve Unit Assignment Documents (RUAD) billets are considered Duty Involving Flying Denied (DIFDEN) regardless of Assignment Designator (ADESIG) appearing on the RUAD.

(2) Designated Officers 21XX (Flight Surgeon). All 21XX (NOBC 0110/0045) Flight Surgeon billets in SELRES units geographically located at sites which support Naval and Marine Air Reserve Forces aircraft operations are considered operational flying assignments. Flight Surgeon billets in units located at sites not supporting NAVAIRE Force aircraft shall be considered DIFDEN regardless of assignment designator appearing on RUAD.

(3) Officers in DIFDEN Status. These members shall not perform aircrew duties unless an appropriate waiver has been obtained per OPNAVINST 3710.7Q.

d. Flight Requirements

(1) Naval aviators who have not served in a DIFOPS position within the past 5 years will not normally be approved for pilot billets.

(2) Aviators permanently placed in Medical Service Group II are restricted from carrier operations except in helicopters.

(3) COMNAVAIRESFOR and Local Area Coordinators for Air (LACAIR) NAS/NAF/NAVAIRES COs) are authorized to assign Medical Service Group II and III Naval Aviators to a unit.

e. Specific Assignments

(1) VP Squadrons. Prospective pilots and NFOs should be fleet VP qualified. When sufficient fleet VP qualified pilots or NFOs are not available, assignment to VP squadrons will be considered based on fleet experience, motivation, ability and individual background. Pilots and NFOs desiring assignment to NAVAIRE VP squadrons who have had no ASW experience in fleet squadrons or have not attended formal ASW courses in the past 3 years, will be required to attend Reserve Antisubmarine Warfare Training Center Officers' ASW Tactical Course, or a comparable course conducted by Fleet Aviation Specialized Operational Training Group Atlantic or Patrol Squadron 30.

(2) VFC/VF/VAQ/VFA Squadrons. Members should have completed operational or jet aircraft training and/or served in similar type fleet squadrons for at least 12 months within the past 5 years. Pilots with only multiengine propeller experience will not be assigned to VFC/VF/VAQ/VFA squadrons.

(3) VAW Squadrons. Aircrew members should have completed operational training in fleet VAW squadrons or have been assigned to fleet VAW squadrons for at least 12 months. When sufficient fleet VAW qualified aircrew are not available, candidates will be considered based on motivation, ability and individual background.

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(a) Members should be certified as a naval helicopter pilot.

(b) When certified naval helicopter pilots are not available, requests from fixed wing pilots will be considered by COMNAVAIRESFOR (N82). Pilots in this category will not normally be assigned to helicopter squadrons when qualified for locally unfilled requirements in fixed wing squadrons.

(c) When assigned to helicopter squadrons, pilots who are not helicopter qualified must perform continuous Active Duty Training (ADT) for transitional training in helicopters until qualified.

206. Fleet Marine Force (FMF) (Programs 5 and 9)

a. Commands issuing orders must ensure that Naval Reservists attached to Selected Marine Corps Reserve units are administered per COMNAVRESFORINST 1540.10B.

b. All HMs with HM-8404 and Dental Technicians (DTs) with DT-8707 NECs, who reside within a reasonable commuting distance of a NAVRES unit in support of the U.S. Marine Corps, will be assigned to that unit whether a local requirement exists or not. When a local billet is not available, members will be cross-assigned to an appropriate Selected Marine Corps Reserve support unit. Exceptions to the above are made for the following cases:

(1) Members affiliated from Active Duty (AD) who have completed an overseas FMF tour or deployment within the past 2 years.

(2) Members who have just completed 3 years of SELRES participation in a program 5 or 9 selected Marine corps Reserve support billet and desire rotation to a hospital/clinic unit to enhance their clinical mobilization value.

c. HM/DT obligors with NEC HM-0000/DT-0000 will be assigned to Marine Corps support units and train for NEC HM-8404/DT-8707 when local unfilled requirements exist.

d. Members completing 3 years participation in program 5 or 9 assignments are encouraged to continue in the program. They should ensure that clinical and in-rate training skills are kept current through appropriate training with their unit and consolidated training programs with collocated hospital/clinic units .

207. Naval Expeditionary Logistics Support Force (NAVELSF) (Program 6)

a. The NAVELSF consists of 12 Navy Cargo Handling Battalions (NCHBs) and 52 Naval Supply Advanced Base Functional Component (ABFC) units. The 12 NCHBs are structured as headquarters units with up to six detachments. Reservists may be cross-assigned to fill valid mobilization requirements within a NCHB as follows:

(1) Headquarter to detachment,

(2) detachment to headquarters, and

(3) detachment to detachment.

b. Reservists may not be cross-assigned between different NCHBs. Cross-assignment of personnel within similar Naval Supply ABFC unit types is permitted to support unit manning (i.e., Navy Overseas Air Cargo Terminal (NOACT))

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to NOACT, Field Training Units (FTU) to FTUs, etc.). Reservists may not be cross-assigned between different Naval Supply ABFC unit types.

c. COMNAVSURFRESFOR (N17) is responsible for assigning personnel to Occupational Field (OF) 13 and Civil Engineering Corps (CEC) billets in program 6 units. COMNAVSURFRESFOR (N17) is authorized to cross-assign CEC and OF-13 personnel only to program 6 units within the local geographic area.

d. COMNAVELSF Staff is a national unit whose officers and E7 through E9 enlisted members are chosen by selection boards as follows:

(1) CAPT/CDR. National Billet Selection Board.

(2) LCDR and below; E7 through E9. COMNAVELSF Selection Board.

These members may be CAI if they reside outside a reasonable commuting distance. Members CAI will be administratively assigned to a unit (within program 6, if possible) located at the NRA closest to their residence. All E6 and below assignment to COMNAVELSF Staff should be locally assigned billets and there should be no assignment outside a reasonable commuting distance.

208. Construction Force (Program 7)

a. Mobilization assignments to Construction Force units are restricted to personnel who train with Construction Force units. Other Reserve program units may not cross-assign personnel to RNCF (program 7) units.

b. COMNAVSURFRESFOR (N17) holds total responsibility for processing officer assignment orders to all program 7 units. Officers transferring from program 7 units to the IRR will be processed by COMNAVSURFRESFOR (N17). Officers transferring from program 7 units to other units will be processed through coordination with cognizance NRA using the NAVRES 1301/5.

c. COMNAVSURFRESFOR (N17) has total responsibility for making all billet assignments within program 7 for officers and enlisted personnel. Enlisted personnel will be affiliated and assigned to a unit by the NRA and placed IAP. COMNAVSURFRESFOR (N17) will then make the appropriate billet assignment through the RTSS.

d. COMNAVSURFRESFOR (N17) is also responsible for the assignment of personnel to program 46 (construction battalion unit augments).

e. No personnel will be locally assigned to any of the following headquarters units: Naval Mobile Construction Battalion (NMCB), Naval Construction Force Support Unit (NCFSU), or Construction Battalion Maintenance Unit (CBMU); personnel are assigned to a local detachment for administrative purposes and cross-assigned to a billet in the parent NMCB, NCFSU, or CBMU.

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f. All nonpay CEC officers and nonpay OF-13 E8 and E9 personnel will be assigned to a general VTU.

209. Security Group (SECGRU) (Program 16). Officer and enlisted assignments and cross-assignments to SECGRU mobilization billets and SECGRU units requires approval from COMNAVAIRESFOR (N2C) Security Group Program Coordinator.

210. Intelligence (Program 17)

a. Reserve Intelligence Area Commander (RIACs) are the personnel/billet managers for all 1635, 6450 and 7450 officers, IS and support personnel (e.g., YN, PN, DM) with top secret/sensitive compartmented information clearances assigned within their area of responsibility. RIACs control all 1635, 6450 and 7450 and IS assignments to Naval Reserve Intelligence Program (NRIP) units and nonintelligence units. Assignment may be restricted to personnel with special qualifications required by the Office of Naval Intelligence (ONI-14).

b. Due to unique qualifications and requirements needed for assignment to NR Defense Attaché 0166 (area experts and linguists), NR ONI 0766 (linguists), and NR ONI 1666 (civil maritime experts), personnel assets may be used nationwide. Orders assigning personnel to these three units will specify the local IDT site and include that IDT site as "copy to" on orders. IDT documentation will be forwarded to the unit's headquarters located at NAF Washington.

c. Because of the unique qualifications and requirements needed for assignment to NR NICHQ 0170 Commander, Naval Reserve Intelligence Command (COMNAVRESINTCOM Staff Support) and NR ONI HQ DET 0170 (RIACs/command chiefs), personnel may be assigned from nationwide assets. Personnel residing outside a reasonable commuting distance will be assigned to a local intelligence unit (at the air site nearest their residence) and CAO to one of the units above located at NAS JRB Fort Worth. COMNAVRESINTCOM approves NR ONI 0170 assignments. COMNAVAIRESFOR (N2) approves RIAC and command chief assignments. Orders will indicate COMNAVRESINTCOM as regular reporting senior for personnel assigned or CAI to these units.

211. Naval Air Systems Command (NAVAIRSYSCOM) (Program 25)

a. Initial assignment of 11XX, 13XX or 15XX officers to Air System Program (ASP) units or VTUs requires prior approval from COMNAVAIRESFOR (N7). Requests for assignment will be initiated by the appropriate NAS/NAF/NAVAIRES/NAVAIRESCEN/NAVAIRESACT/NAVRESCEN, and submitted to COMNAVAIRESFOR (N7) via Commander, Naval Air Systems Command (COMNAVAIRSYSCOM) (Air-09P4) by letter. Requests must include a current Naval Reserve Qualification Questionnaire for Inactive Duty Personnel (NRQQ) (NRPC 1200/1) plus any additional supporting documentation such as a professional resume. Requesting activities will be notified of final disposition by COMNAVAIRESFOR. Initial assignment of direct commissioned 15XX/6XXX officers requires prior approval from the order issuing authority (NAS/NAF/NAVAIRES). Initial assignment of officers with designators other than 11XX/13XX/15XX requires prior approval from the order issuing authority (NAS/NAF/NAVAIRES), provided the assignment is an exact designator match. Upon assignment of approved officers, Reserve activities will forward a copy of IDT orders to COMNAVAIRSYSCOM (Air-09R). Transfer of officers between ASP units does not require COMNAVAIRESFOR approval.

b. Initial assignment of 11XX/13XX officers will normally be limited to lieutenant commanders and below. However, 11XX/13XX commanders who have submitted a request for change of designator to 15XX per MILPERSMAN article 1020150 may be assigned to an ASP VTU. Waivers to this policy will be considered where a serious shortfall in unit manning exists.

c. Prospective 13XX/1515 candidates for ASP unit assignments must meet the following prerequisites:

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(1) Undergraduate (preferably graduate) degree in engineering, physical science or computer science, and; aerospace industry, or;

(2) current civilian or military experience involving aerospace aviation weapon systems or related support systems with government agencies or other than 11XX/13XX/15XX requires prior approval from the order issuing authority (NAS/NAF/NAVAIRES), provided the assignment is an exact designator match. Upon assignment of approved officers, Reserve activities will forward a copy of IDT orders to COMNAVAIRSYSCOM (Air-09R). Transfer of officers between ASP units does not require COMNAVAIRESFOR approval, or;

(3) significant AD experience (4 years minimum) involving operation, development, acquisition, production, testing, logistics support of aircraft and air weapon systems, or;

(4) a mix of paragraphs 211c(2) and (3) above.

d. Prospective 1525 candidates for ASP unit assignment must meet the following prerequisites:

(1) Undergraduate (preferably graduate) degree in engineering, computer science, physical science, management, or business;

(2) current civilian or military experience in systems management, maintenance, or logistics support of aviation weapon systems or related support systems, or;

(3) significant AD experience (2 years minimum) at the organizational or intermediate maintenance levels, or;

(4) a mix of paragraphs 2nd(2) and (3) above.

e. Prospective 11XX candidates for ASP unit assignment must meet the following prerequisites:

(1) Undergraduate (preferably graduate) degree in engineering, computer science, or physical science;

(2) current civilian or military experience involving aviation, ship, or submarine weapon systems or related support systems with government agencies or defense industry, or;

(3) significant AD experience (2 years minimum) involving development, acquisition, production, testing, or logistic support of aircraft, ships or submarine weapons systems, or related support systems, or;

(4) a mix of paragraphs 211e(2) and (3) above.

212. Naval Sea SYstems Command (NAVSEASYSYSCOM) (ProGram 29)

a. General. Program 29 is managed by COMNAVSEASYSYSCOM (SEA-09NR). Program 29 Reserve units provide NAVSEASYSYSCOM and its field activities with a pool of qualified Reserve officer and enlisted personnel.

b. Program 29 Officer Assignments. The effectiveness of program 29 Reserve units rely heavily on the qualifications and competence of assigned NAVRES officers. Special care shall be exercised in recruitment and assignment of officer personnel to program 29 units, as indicated below.

c. RUAD Assignments of 14XX designators. The qualification of Naval Reserve Engineering Duty (NRED) officers (14X5 designators) is governed by NAVSEAINST 1001.3G. Currently NRED officers may have the designators 1445

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(Ship Engineering Specialist) and 1465 (in-training for 1445). The assignment of officers to 14xx requirements shall be guided by the following:

(1) All 1445/1465 designated officers and non-14XX designated officers who have been accepted into the NRED Qualification Program (NREDQP) shall be assigned to 14XX requirements. BUPERS (Pers-912) issues waivers to non-14XX designated officers accepted into the NREDQP so they can fill a 14XX requirement during their time in training for the 1445 designator. Officers still holding the 1415 designator are not considered qualified for mobilization and should not be assigned to 14XX requirements. All 1465 officers who have been removed from the NREDQP should not be assigned to 14XX requirements since they are not considered qualified for mobilization.

(2) If no officer meeting the requirement of paragraph 212 above is available, an unrestricted line officer who meets the academic requirements stated in NAVSEAINST 1001.3G may be assigned to a 14XX billet. When an officer who meets the requirements of paragraph 212 above becomes available and is otherwise eligible for assignment to the mobilization requirement, that assignment shall be effected as soon as practicable. In most cases, all Captain (CAPT) and Commander (CDR) 144X requirements have been given an RFAS code indicating " NRED Only."

d. RUAD Assignments of 1XXX. All 1XXX officer requirements may be filled by either unrestricted line officers or by 14XX designated officers.

e. Requirements other than 1XXX or 14XX. Program 29 unit officer requirements which are neither 1000 or 14XX shall be filled with the applicable designator.

213. Supply Systems Command (Program 30). When possible, officers commissioned under the NAVRES Supply Corps Direct Commission Program will be assigned to NAVSUP sponsored units (program 6 or 30) until they satisfactorily complete Navy Supply Corps Basic Qualification Course. Officers disenrolled from the Basic Qualification Course are not eligible for assignment to 3105 billets upon mobilization.

214. Merchant Marine Reserve (MMR) (Program 31)

a. General. The MMR Program authorizes participation of MMR officers as either IRR or SELRES. The governing directives are OPNAVINST 1534.1B and COMNAVSURFRESFORINST 1534.1. The program managers are CNO (N42) and COMNAVSURFRESFOR (N14) .

b. Assignment Eligibility

(1) IRR. MMR officers in the IRR are administered directly by the COMNAVSURFRESFOR MMR Program Office (N14) . These officers belong to the Merchant Marine Individual Ready Reserve Group (MMIRRG) . All MMIRRG officers in good standing are eligible to voluntarily participate with NAVRES units to obtain additional training and retirement points. This voluntary participation is performed under nonpay IDT participation authorization issued by the MMR Program Office. Procedures are per COMNAVSURFRESFORINST 1534.1.

(2) SELRES within the MMR Operational Command Headquarters (MMROCH) units (program 31) and the Military Sealift Command (MSC) units (program 21) . There are 205 billets specifically coded for MMR officer designators. These requirements are also available to 1XXX officers provided they hold a current Us. Coast Guard Merchant Marine License.

(3) SELRES Affiliation. All accessions of MMR officers to SELRES or VTU units must be approved by COMNAVSURFRESFOR (N14) .

215. Medical (Program 32) . Program 32 is managed by COMNAVSURFRESFOR (N52) . Program 32 personnel are assigned to structured units with optional IDT opportunities as follows:

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Physician Reservists in Medical Universities and Schools (PRIMUS). This program established at various medical universities and schools, provides flexible training opportunities under the administration of a designated OIC. For further PRIMUS guidelines refer to COMNAVRESFORINST 1570.9C.

b. Reserve Flexibility (REFLEX). REFLEX provides medical department personnel an opportunity to accumulate 4 hours IDT credit on an hour-by-hour basis up to a maximum of 40 flexible IDT periods per fiscal year. The remaining 8 IDT periods (2 per quarter) will be performed at the supporting NRA. For further REFLEX guidance refer to COMNAVRESFORINST 1570.9C.

c. Navy Expanded Drill Opportunity Clinical (NEDOC) Program. The NEDOC program may authorize up to 30 Additional Training Periods (ATPs) for authorized primary health care providers performing contributory support at designated MTFs. Participants must be approved by both the MTF and the Reserve echelon IV activity and agree to perform 90 percent of IDT in clinical support at the MTF. Refer to COMNAVRESFORINST 1570.11A for additional guidance.

d. Reserve Allied Medical Program (RAMP). The RAMP program provides enlisted HMs and DTs advanced technical training leading to qualification in a critical (undermanned) NEC. This program is open to NAVETS/OSVETS and Air Force Specialty Code holders with medical and dental Military Occupational Specialties (MOS) actively drilling in a valid mobilization billet (NSHSINST 1500.53 refers). Training is conducted at local nonmilitary colleges, technical schools, or teaching hospitals, and must be approved by Naval School of Health Science (NSHS) as training equivalent to a Navy "C" school. Training quotas are established by BUMED and administered by NSHS. Participants may be reimbursed for tuition, books, and laboratory fees, as well as some miscellaneous expenses.

216. Law (Program 36)

a. The assignment for duty of all Reserve Judge Advocates, regardless of program, shall be made upon the recommendation of the Judge Advocate General (JAG) as required by 10 U.S.C. 806 (Article 6, UCMJ). JAGINST 1301.2A publishes the application format and filing deadlines. Interim billet assignment recommendations shall be sought from COMNAVSURFRESFOR (N55).

b. Independent duty LN assignments, where no supervisory Judge Advocate (2505 designator) officers are attached, shall be made for only those LNs who are fully trained and shall not be made without prior approval of COMNAVSURFRESFOR (N55).

217. Religious Ministries Program

a. A joint services agreement designed to encourage training and drill participation among all the service Chaplains and enlisted support personnel was recently signed. In geographic areas where interservice training is feasible, NRA COs may authorize Chaplains and RPs to drill at another military installation. Ensure appropriate documentation (normally in the form of orders) is issued for off-site training.

b. RPs should only be assigned regular duties in direct support of Command Religious Programs. Assignments resulting in RPs performing IDT at sites independent of a chaplain are not authorized without COMNAVRESFOR (N008) approval.

218. Research (Program 38). The general requirement for affiliation with research units is a high level of scientific or technical expertise and appropriate military background. Nominations for assignment will be forwarded by COMNAVSURFRESFOR to Chief of Naval Research (Code 101MC). Chief of Naval Research may comment on candidate qualifications before final approval. Officers may be assigned to valid unit requirements while awaiting Chief of Naval Research response.

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219. Selective Service (Program 39). Officers assigned to billets in this program must have prior written approval of the Director, Selective Service System. Assignments shall be for 3 years which may be extended for a fourth at the request of the Selective Service System.

220. VTU (Program 40). VTUS provide members in an Active Status (USNR-R, USNR-S1) not in the SELRES, the opportunity to voluntarily participate in IDT if training is available. Nonpay members must meet assignment eligibility requirements in MILPERSMAN article 1880160. They may only be assigned to VTUS or Program VTUS (e.g., SECGRU, CEC, Intelligence, Law, Dental, Research) per current directives, but may be assigned ADDU to support other squadrons/units. See paragraph 208 above for assignment and tasking of all CEC officer and OF-13 E8 and E9 personnel. Nonpay members are required to maintain satisfactory IDT participation and may request AT and/or ADT if available. Reserve activity COs are encouraged to task VTU members with direct support roles locally or at other active commands in the area. Vigorous support to Reserve commands and other area commands is an excellent method to establish the basis for a member's performance evaluation, maintain professional currency and enhance potential for future assignment to a pay billet. VTU personnel are encouraged to participate in the Naval Reserve Officers Training Course and Naval Junior Reserve Officers Training Course programs, Naval Sea Cadet Corps (NSCC) and Sea Power Programs, which includes granting of retirement point credit for participation in the Naval Reserve Support Element (NRSE) per paragraph 223 below. Nonpay IDT credit for Sea Cadet program is authorized per COMNAVRESFORINST 5760.2A. IDT retirement point credit earned under the NSCC Program may be counted toward satisfactory participation. VTUs will not be used as a holding unit for unsatisfactory performers or those personnel having failed for the third time in a 4 year period to meet Physical Readiness Test (PRT)/body fat standards. VTU members who fail to maintain satisfactory performance will be transferred to the IRR per determination of NRA CO. Key Federal Employees who want to participate in IDT may only be assigned to VTUS. Refer to MILPERSMAN article 1880180. VTU personnel will be assigned to the NRA closest to their residence in an effort to reduce berthing costs. Assignments to NRAs other than those closest to their residence may only be made with echelon IV approval.

221. Mobilization Assignment Control Group (MACG) (Program 40). MACG units are not designated training units. Only SELRES members classified as other than Training Category "A" may be assigned to the MACG unless specifically directed by COMNAVRESFOR. This includes members in the training pipeline and nondeployable account. Members affiliated in units at an activity but not assigned against mobilization requirements will appear on that activity's MACG RUAD; however, they are not actually assigned to the MACG unit.

222. Records Review (Program 44). Reservists assigned to Records Review units may not perform IDT, IDTT, AT or ADT, but are eligible to complete correspondence courses for retirement point credit. Assignments may only be made per this instruction. The following classes of personnel may be assigned to these units:

a. Personnel found Not Physically Qualified (NPQ) and whose case is referred to BUPERS via BUMED for determination of retention potential in the Naval Reserve. Refer to BUPERSINST 1001.39B for specific guidance.

b. Personnel being processed for administrative separation per MILPERSMAN. Specifically,

(1) Officers will be transferred to Records Review effective the date official notification is made to BUPERS to begin administrative separation processing.

(2) Enlisted personnel will be transferred effective the date official letter notification of administrative board is mailed to the member concerned.

c. Those determined unlocatable per MILPERSMAN article 5010180.

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d. Assignment for any other reason must be approved by COMNAVRESFOR (N12). Activities responsible for Records Review units will review each member's status every month until the case is resolved. Members should not be retained in Records Review units for more than 12 months unless extenuating circumstances exist (e.g., Physical Evaluation Board). Service and health records will be maintained and processed by the member's previous NRA.

e. Accessions from Records Review must be processed through recruiting.

223. Naval Reserve Support Element (NRSE) (Program 45). Members may be assigned primary or secondary duties in NRSE units and receive retirement point credit. IDT pay is not authorized.

a. All nonpay IDT must be certified by NRSE reporting seniors and submitted to parent NRA for proper credit.

b. Officers with primary/secondary participation require a concurrent Fitness Report (FITREP) submitted by their NRSE reporting senior. Reporting seniors for area NRSE units follow:

<u>Unit</u>	<u>NRSE Reporting Senior</u>
NRSE CRUITCOM ASST RC	CO, Navy Recruiting District
NRSE USNA INFO RC	Regional Director for all Area Coordinators - Area Coordinators for all others
NRSE SEA POWER RC	CO, NRA
NRSE SEA CADET RC	CO, NRA

c. For Secondary Participation: Modify orders to read:

"In addition to your basic orders, you are authorized secondary/additional participation in a nonpay status with (unit) effective (date). Submit your nonpay Inactive Duty Training to (Parent NRA for NRSE unit) via (NRSE reporting senior) for certification and retirement point credit. "

224. Naval Reserve Fleet Hospitals (NAVRESFLTHOSP) (Program 46). The NAVRESFLTHOSP program is managed by COMNAVSURFRESFOR (N5) under COMNAVSURFRESFORINST 5400.5B. NAVRESFLTHOSPs are structured with detachment headquarters, detachments, and Construction Battalion Hospital Units (CBHU). Mobilization requirements are moved from detachment headquarters to local detachments to effect assignments. SELRES may be cross-assigned within reasonable geographic regions when necessary to fill critical requirements. RNCFS is responsible for assigning Construction Battalion personnel to CBHUS. Refer to paragraph 215b for REFLEX guidance.

225. Individual Mobilization Augmenters (IMA). IMAs are assigned to individual mobilization billets identified to augment the active/wartime emergency structure of the Department of Defense (DoD) or other departments or agencies of the government which must be filled on, or shortly after, mobilization. Requirements:

a. May only be assigned to a valid mobilization requirement. IMAs are assigned against SELRES end-strength.

b. Must train with the organization to which assigned.

c. Must perform at least 12 days AT per Fiscal Year (FY).

d. Perform IDT commensurate with the training required to maintain their required skill levels (0-48 periods of IDT).

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e. May not be primarily assigned to the Reserve component or subordinate commands.

f. May not be assigned to vacant AD billet, peacetime only requirements.

g. May be formed into detachments to facilitate training or administration.

h. May be assigned outside DoD to fill approved military mobilization requirements with the Coast Guard, Selective Service System, and Federal Emergency Management Agency (FEMA).

i. May be assigned to valid Office of Secretary of Defense, Joint Staff, Secretary of the Navy (SECNAV) and other joint service mobilization requirements .

226. Female Personnel

a. Assignment and Participation. Female Naval Reservists may be affiliated with NAVRES units based on SECNAV authorized assignment policy to counterpart or similar type active forces, with the exception of Reserve units that conduct training where berthing conditions preclude female assignment. Females may only be assigned to mobilization requirements that are coded "E" in the fourth position of the RFAS on the RUAD.

b. Administration. Generally, with few variations, enlisted women are to be assigned, trained, advanced, disciplined, and counseled in the same manner as enlisted men. Minor differences in administration include discharge policies relating to pregnancy and childbirth, certain differences in matters of discipline and variations in berthing requirements. MILPERSMAN articles 3420160 and 3420320 cover matters of discipline and MILPERSMAN articles 3620200 and 3620220 provide information concerning discharge.

c. Mobilization Requirements. Gender codes for mobilization billets are found in the fourth digit of the RFAS. Letter "E" allows males/females and letter "M" allows only males to be assigned. Females may be assigned to Ship Augment Units in "E" coded requirements. Females will not be assigned (local/cross-assignment) to units reflecting all male requirements. Waivers are not authorized. Female 51XX designated officers and construction rating enlisted personnel may be administratively assigned to construction battalion detachments provided they are CAO to "E" coded 51XX or construction rating requirements within RNCFSC claimancy.

227. Security Clearances and Special Access Eligibility

a. All officers, CTS and all other enlisted members assigned to mobilization billets requiring access to Sensitive Compartmented Information (SCI) in the Naval Reserve Security Group (NAVRESSECGRU) Program, must have a Special Background Investigation (SBI) completed within the past 5 years and be determined by Department of the Navy Adjudication Facility (DONCAF) to meet Director Central Intelligence Directives (DCID) 1/14 eligibility requirements for SCI access. Candidates wanting to affiliate with NAVRESSECGRU program units must be interviewed and recommended by unit COs (Assistant Special Security Officers) and submit proper SBI investigation forms to the cognizant Program Representative, if required. Clearance level (Secret, Top Secret) for which individuals may be eligible under OPNAVINST 5510.1H, may be granted by AD COs. However, individuals are not authorized access to SCI until a favorable adjudication of an SBI is complete or eligibility for access (meet DCID 1/14 standards) is verified by DONCAF, and individuals are indoctrinated for SCI. All requests for DCID 1/14 standards to DONCAF and authorization to indoctrinate for SCI, based upon eligibility determination from DONCAF, are sent via the program representative.

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(1) Officers may be assigned to NAVRESSECGRU program units to fill valid mobilization requirements only after favorable adjudication of an SBI or eligibility for access to SCI (meet DCID 1/14 standards) is verified by DONCAF. Cryptologic (161x designated) officers not receiving satisfactory SBIS will be processed for change of designator or discharge.

(2) CTS and all other enlisted members may request mobilization assignments to NAVRESSECGRU program units if they meet DCID 1/14 standards or program representative review of SBI investigation forms indicate these standards will eventually be met. Temporary rated CT personnel may only be assigned to NAVRESSECGRU units. CTS (permanent and temporary) who do not receive a satisfactory adjudicated SBI will be processed for change in rating per BUPERSINST 1001.39B or for discharge per MILPERSMAN articles 3620280, 3620283, or 3630900.

b. All officers, ISs and all other enlisted members assigned to NRIP units or to Naval Reserve Command Intelligence Support (NRCIS) mobilization requirements (e.g., an IS or 1635 requirement in a nonintelligence unit) must have an SBI completed within the past 5 years and be determined by Commander, Naval Intelligence Command (COMNAVINTCOM) to meet DCID 1/14 eligibility requirement's (standards) for SCI access. Candidates wanting to affiliate with NRIP units or be assigned to NRCIS requirements must be recommended by RIACs and submit proper SBI investigative forms to appropriate Reserve Intelligence Program Officers (RIPOs). Candidates may be affiliated and assigned by RIACs if they meet DCID 1/14 standards or if RIPO review of investigative forms indicates that these standards will eventually be met. Clearance level for which individuals may be eligible under OPNAVINST 5510.1H may be granted by cognizant commands. Investigative forms should be forwarded directly to Defense Investigative Service with a copy to COMNAVINTCOM (NIC-04). The copy to COMNAVINTCOM must include two copies of NAVINTCOM Form 5510/12 (Special Intelligence Eligibility Determination Request). Additionally, DD Form 1879 (Request for Personnel Security Investigation), block 7, must indicate that SBI results should be returned to COMNAVINTCOM (NIC-04). This will allow proper Navy adjudication and recording of SBI results/eligibility for SCI access. Upon completion of adjudication, COMNAVINTCOM will provide notification of candidates' SBI results/eligibility for SCI access. Personnel will not be granted access to classified information or SCI unless they have been granted an appropriate clearance and are assigned to NRIP units or NRCIS requirements.

(1) Intelligence (163X designated) officers not receiving satisfactory SBIs will be processed for change of designator or discharge.

(2) ISs (temporary and permanent) who do not receive a satisfactory SBI will be processed for change in rating per BUPERSINST 1001.39B or discharge per MILPERSMAN articles 3620280, 3620283, or 3630900.

c. Personnel with SBIs will be assigned to mobilization requirements requiring SBIs to the maximum extent possible. Personnel with SBIs, current or in processing, who are placed in mobilization assignments requiring SBIs, will not be reassigned to billets not requiring SBIs, regardless of unit priority, without concurrence of the cognizant RIAC.

(1) To adequately train for and perform their Strategic Sealift role, MMR, USNR officers shall hold Secret clearances.

(2) N1 other individuals must obtain proper clearances for their particular rating or mobilization assignment per OPNAVINST 5510.1H and BUPERSINST 1430.16D.

228. Conflict of Interest

a. Officer and enlisted members should not be assigned to units or billets where either the civilian employment or financial interests of the Reservist could create a conflict of interest per SECNAVINST 5370.2J. This is

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to avoid access to privileged government information which would be of economic or business value to individual Reservists or their employers.

b. When questions arise regarding possible conflict of interest between civilian employment or financial interest and unit assignment, the cognizant Reserve activities must forward a current Dictionary of Occupational Title (DOT) Skills (NAVRES 1220/4) to the prospective mobilization activities for resolution. When appropriate, Reservists will be asked to furnish Confidential Statements of Affiliations and Financial Interests (DD Form 450).

c. Conflicts within units caused by civilian relationships can affect objectivity within the unit chain of command. Personnel should be screened for past or present business or professional relationships (e.g., employee/employer, professional/client, vendor/customer) and any family or marital relationship.

d. A government employee may not be assigned to a mobilization billet in the office where they are employed as a civilian. In addition, IDT may not be a continuation of an individual's job. Questions not resolved at the local level will be referred to COMNAVRESFOR (N003).

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CHAPTER 3PERSONNEL ASSIGNMENTS

301. Unit Assignments. Activities will use RSTARS RUAD to manage assignments for their Reserve units. RSTARS RUAD is the official manning document and manpower authorization for the unit. Update and transmit RSTARS RUAD as changes occur. Enter Mobilization Billet Assignment and Individual Readiness Assessment Designator changes to keep mobilization assignments and individual readiness current.

302. IDT Pay Assignments

a. General. Assign officer and enlisted members to SELRES units per the unit allowances on RSTARS RUAD. Involuntarily assign members to unfilled billets at another activity within a reasonable commuting distance, per paragraph 402c of this instruction, if local billets are not available.

(1) Advise individuals of the value of drilling locally with their parent unit, but if it proves difficult you can cross-assign them to an NRA nearest their home. Individuals should still participate in unit IDTT and perform AT with this parent unit, but need no drill at that site every month. This does not apply to personnel assigned to priority IA and IB units.

(2) Nonobligor officer and enlisted members declining such orders will be terminated from the SELRES, not recommended for reaffiliation, reenlistment (for enlisted), and their service/health records forwarded to NAVRESPERS-CEN (Code 4011). The following service record Administrative Remarks, NAVPERS 1070/613 (page 13) entry will be made:

"(Date): Transferred this date to the Individual Ready Reserve for failure to accept orders to a local unfilled billet at an activity located within a reasonable commuting distance. Reaffiliation is not authorized without approval from Commander, Naval Reserve Force (N11) . Not Recommended for Reenlistment (for enlisted) (or) Reaffiliation.

Authority: COMNAVRESFORINST 1001.5C

(Authorizing Signature) "

(3) Assign obligors within a reasonable commuting distance per the needs of the Navy.

(4) Complete transfer performance evaluations and FITREPS before sending records to NAVRESPERS-CEN. Include remarks indicating reason(s) for ending assignment. Also, include reaffiliation remarks contained in the sample NAVPERS 1070/613 entry above. Ensure the enlisted performance evaluation report/FITREP (for E7-E9) reflects substandard performance, if appropriate.

b. Enlisted Assignments to Mobilization Requirements. Reserve activities must use discretion in selecting and assigning members to SELRES mobilization billets. Consider all aspects of eligibility, such as recent AD experience and performance, previous IDT performance, compatible civilian occupation, physical fitness, MOS specific rate allowances, NEC requirements and mobilization potential.

(1) The RSTARS RUAD contains specific rate allowances and NEC requirements. Whenever possible, make exact match of NEC, rating and pay grade in unit manning. Assign members to mobilization billets in the following priority:

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<u>PRIORITY</u>	<u>NEC (IF ANY)</u>	<u>RATING</u>	<u>PAY GRADE</u>
(1)	Match	Match	Match
(2)	Match	Match	RFAS
(3)	Match	RFAS	Match
(4)	Match	RFAS	RFAS
(5)	RFAS	Match	Match
(6)	RFAS	Match	RFAS
(7)	RFAS	RFAS	Match
(8)	RFAS	RFAS	RFAS

(2) APG, OSVET, and NAVET members are eligible for assignment in their temporary rate to any NAVRES unit that has appropriate vacancies.

(3) Reassign personnel ineligible for continued assignment due to advancement to billets commensurate with the higher grade.

(4) Personnel in surface ratings cannot drill at air activities unless locally assigned to a surface rating requirement or billet substitution is allowed by RFAS.

(5) Personnel in aviation ratings cannot drill at surface activities unless locally assigned to an aviation rating requirement. Do not allow RFAS substitution of aviation ratings to fill surface rating requirements unless waived by COMNAVSURFRESFOR (N11).

(6) Transfer members assigned outside the parameters of paragraph 302b(1) above to an air/surface activity, as appropriate. If an appropriate activity is not within a reasonable commuting distance from the member's residence, they must be afforded the following options:

- (a) To commute to NRAs by POV or airlifts if available.
- (b) Submit a change of rating request per BUPERSINST 1001.39B.
- (c) Transfer to the local VTU,
- (d) Transfer to the IRR (Active Status Pool).
- (e) Transfer to the Fleet Reserve, if eligible.

(7) Personnel with conversion NECs must be assigned to a billet commensurate with their NEC (e.g., PN2 with NEC 0199 must be assigned to a BM2 billet). Member may be assigned to the conversion billet, with approval of the local NRA, pending approval of the rating conversion request.

c. Officer Assignments to Mobilization Requirements. Assign "best qualified officers" per allowances on the unit RUADs.

(1) The unit RUAD contains specific allowances for grade, designator and in certain instances, NOBC requirements. Whenever possible, make an exact match of grade, designator and NOBC in unit manning. Assign officers to mobilization requirements in the following priority:

<u>PRIORITY</u>	<u>NOBC (IF ANY)</u>	<u>DESIGNATOR</u>	<u>PAY GRADE</u>
(1)	Match	Match	Match
(2)	Match	Match	RFAS
(3)	Match	RFAS	Match
(4)	Match	RFAS	RFAS
(5)	RFAS	Match	Match
(6)	RFAS	Match	RFAS
(7)	RFAS	RFAS	Match
(8)	RFAS	RFAS	RFAS

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(2) Do not affiliate Campus Liaison Officers in an IDT pay status.

d. Officer/Enlisted Precedence of Assignment. Assignment of a senior officer to a billet requiring a junior officer (CAPT to CDR billet and CDR to Lieutenant Commander billet) is not authorized with the exception of critical designators and NOBCs. Lieutenant Commanders and below may be assigned to any billet for which they are eligible per COMNAVRESFORINST 5320.1B. Waivers may

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only be granted by echelon III commanders. If all personnel placement criteria considered for assigning individuals to a billet are regarded as equal (e.g., same rate, grade, NEC, NOBC, active service), then use the following precedence in making all pay assignments:

(1) First Precedence

(a) Personnel involuntarily separated from AD after 1 October 1990 who apply within 1 year following separation (or date of implementation of benefits) .

(b) Personnel voluntarily separated from AD under the variable separation incentive/special separation benefit program after 4 December 1991, who apply within 1 year following separation (or date of implementation of benefits) .

(c) Members separated voluntarily from AD and affiliated.

(2) Second Precedence. Personnel with a mandatory drilling obligation (e.g., CB SEA/AIR Mariner and APG) .

(3) Third Precedence. Enlisted personnel authorized an enlistment or affiliation bonus and officers receiving incentives under the Health Care Professionals Program, Loan Repayment Program, or Recruitment Bonus Programs.

(4) Fourth Precedence. Personnel properly accessed to IDT pay assignment in their first 6 months of affiliation in the NAVRES. This is defined as the very first affiliation with the NAVRES in a pay status (e.g., Us. Navy member serves 4 years AD and affiliates with SELRES). Personnel lose their priority standing if they are subsequently lost from pay status and reaffiliate, except those members identified as first precedence.

(5) Fifth Precedence. Enlisted personnel completing 3 years with Naval Reserve Force Ships or FMF units having requested assignment to shore duty at a local Reserve activity.

(6) Sixth Precedence. Place other officer and enlisted personnel in billets per priorities in this chapter.

(7) Exceptions. Personnel in the following categories may be retained in a pay status regardless of billet assignment provided the total number of Reservists in IAP status Naval Reserve-wide does not exceed CNO (N095) established limits.

(a) Medical and Nurse Corps Officers involuntarily transferred due to CAPT and CDR ceilings.

(b) HM.

(c) CAPTs and CDRs in all medical designators holding critical specialties per exhibit 8 of this instruction.

(d) Enlisted personnel advanced above RFAs requirements may remain in IAP per paragraph 307 below.

(e) Direct Commission and Limited Duty Officers/Chief Warrant Officers will remain in a pay status for 3 years following the commissioning date, regardless of availability of local mobilization billet.

e. Promotion of Officers (above 05/06 Ceiling). COMNAVRESFOR (N11) is responsible for assigning 05/06 ceiling limits to echelon III commands. Force manning will be reviewed annually for overmanning at the 05 and 06 ranks and ceiling points will be implemented if required. Officers who promote while in a CO, GCLO or OIC billet may remain assigned until the end of the FY in which they are promoted.

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f. Assignment of CAPTs and CDRs to noncommand billets. Normal assignment to CAPT and CDR requirements is limited to a maximum of 36 months. Order issuing authorities may extend assignments 1 year to not more than 4 years, subject to COMNAVSURFRESFOR/COMNAVAIRESFOR guidelines. The activity responsible for administrative support will ensure RSTARS Projected Rotation Date (PRD) entry reflects actual PRD. Refer to COMNAVSURFRESFORNOTE 5400 of 21 Feb 97 for CAPT/CDR noncommand billet screening and detailing procedures.

(1) Assignment to CAPT and CDR requirements will be determined by formal board action. COMNAVSURFRESFOR will convene a board specially tasked with screening officers for assignment to CAPT and CDR billets. Assignments will be made from nominees and alternates recommended by the board. Assignment screening may be conducted with other regularly scheduled selection boards. Incorporate the same composition and application procedures.

(2) "Special Boards" to fill unplanned vacancies and new requirements may be convened any time at the convenience of the order issuing authority. Composition criteria of the regular boards need not be met.

(3) Tour assignment and PRD will be determined from the date of initial assignment to a billet (not the date the officer was assigned to the unit). This allows Executive Officer (XO) to CO progression within the same unit. Assignment will not normally be made if that officer is senior to the unit CO.

(4) CAPT and CDR vacancies should be announced in advance. Non-command vacancies may be included in annual "unit command and staff" vacancy notices. NAVRES Air Site COs and NAVRESREDCOMs may stagger rotation dates assigned to ensure that approximately one third of the total available CAPT and CDR requirements become available annually.

303. Assignment Substitution Policy

a. General. Since exact rate or grade/designator matches are not always possible, unit assignment documents provide RFAs codes that identify allowable substitutions. Billets having Active Billet Sequence Codes (ABSC) of AXXXX are assigned for administrative purposes only. Fill valid mobilization billets before administrative billets. Upon mobilization, transfer personnel assigned in AXXXX billets to units with a valid mobilization requirement.

b. RFAs Codes. Tables of authorized RFAs codes are in COMNAVRESFORINST 5320.1B. Forward requests to change RFAs codes for specific mobilization requirements on RUADs, via/from gaining command, to COMNAVSURFRESFOR (N5) or COMNAVAIRESFOR (N12), as appropriate.

304. Unit Assignment Waivers. Request assignment waivers if there is a critical need for the member's mobilization skills. Waivers must be in the format shown in appendix A, exhibit 3 of this instruction.

a. Officers. NAVRESREDCOM/NAS/NAF/NAVAIRES/COMRNCFSF manage and assign officers in the grade of CAPT or CDR. Assignment of junior officers should be to mobilization requirements commensurate with their grade unless a waiver is authorized.

(1) Grade Waivers. Units will submit requests to the appropriate echelon III command for approval via the chain of command (NAVRESREDCOM/NAS/NAF/NAVAIRES) including Active Duty gaining command. COMRNCFSF/NM/NAF/NAVRESREDCOM/NAVAIRES process grade waivers of echelon V commands as required. The following criteria will be closely examined and rigorously applied:

(a) No overgrade assignments authorized to AXXXX billets.

(b) Vacant mobilization billets must not be the only justification for waiver.

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(c) Overgrade assignments must not create an unacceptable grade inversion at gaining commands.

(d) No waivers if other qualified officers are available for assignment within a reasonable commuting distance. Conduct liaison between collocated air and surface activities.

(e) The officer requesting a waiver must be the best choice for the assignment.

(f) Advise overgrade officers that they may lose their billet if an officer in the proper grade becomes available.

(g) Approving activities will continue to seek exact matches for overgrade assignments.

(2) Designator Waivers. Submit waiver requests to COMNAVAIRESFOR (N12)/COMNAVSURFRESFOR (N11) via the administrative chain of command. Requests shall state those areas of experience and education that qualify applicants for the vacant mobilization billets. Designators listed on assignment documents represent required mobilization skills. Waivers permit filling requirements by an officer with appropriate skills for the job. Do not submit designator waiver requests for staff corps officers.

(3) NOBC Waivers. Commands will submit requests for waiver of essential NOBC requirements to COMNAVAIRESFOR (N12)/COMNAVSURFRESFOR (N11) , as appropriate.

b. Enlisted. Submit enlisted waiver requests, via the administrative chain of command, to COMNAVSURFRESFOR (N11) or COMNAVAIRESFOR (N12) . NRF ships/Naval Inshore Undersea Warfare Group (NAVIUWGRU)/MIUW and RESFORONs forward waivers via the appropriate NAVRESREDCOM, NAS, NAF, NAVAIREs, NAVAIRESCEN, NAVAIREsACT. Requests must certify nonavailability of qualified personnel eligible for assignment to the billet. Waivers expire at the end of each FY.

305. Billet Requisition System (BRS) in RTSS(TE). BRS in RTSS(TE) performs its function by identifying vacant billets either regionally or nationally. This is done by transferring the billet to the unit at the NRA where the member performs IDT that can best support the billet. Criteria for assignment:

a. The BRS will first search for an exact rating and NEC match, then continue on to a vertical RFAs search. BRS is not an "automated" system. It does not choose which billet to transfer. Billet transfers will be directed by the echelon IV manpower managers. BRS does not replace the responsibility of the NRA for proper management of local assignments.

b. In all cases, BRS is used before cross-assignment, but if billets cannot be identified through BRS, a search for a cross-assignment will then be made.

306. Cross-Assignments. Reservists in a pay status must have mobilization billets. However, demographics preclude local assignment at every activity. Individuals who perform IDT at another activity may fill these requirements by cross-assignment.

a. Place cross-assigned individuals in local units that can provide training for their mobilization billets.

b. Cross-assignments are not authorized for the following:

(1) For 05 and 06 personnel.

(2) Assignments with ABSC AXXXX (administrative) billets.

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(3) Priority IA or IB units, unless specifically authorized in this instruction.

(4) MACGs.

(5) VTUs.

(6) Intelligence units (program 17) without approval from cognizant RIACs or RIPOs.

(7) SECGRU units (program 16) without approval from the NAVRESSECGRU Program Manager.

c. Qualified members available locally may displace members CAI (within RFAs substitution criteria) when no other local unfilled requirement is available. Echelon III may issue more restrictive guidance to achieve billet stabilization.

307. In Assignment Processing (IAP)

a. Retention in Pay Status. Personnel must satisfy an authorized SELRES manpower requirement to remain in pay status. In most cases, this means assignment to a SELRES unit billet or IMA billet. Personnel in their first IDT assignment in a pay status may be retained in a pay status without a SELRES unit billet or IMA billet for up to 6 months, unless terminated earlier for unsatisfactory participation or by regulation. Personnel assigned as TRC "X" may be retained in a pay status regardless of billet assignment. Unless specified elsewhere in this directive, nonobligor officer and enlisted personnel in excess of requirements will not be retained in a pay status unless assigned to a SELRES billet by the end of the month following the month in which they were placed IAP. BRS will be used prior to making any cross-assignments of IAP personnel.

b. Exceptions . Personnel in the following categories may be retained in a pay status regardless of billet assignment provided the total number of Reservists in an IAP status NAVRES-wide does not exceed CNO (N095) established limits.

(1) Officers receiving incentives under Health Care Professionals Program.

(2) Enlisted personnel receiving a bonus.

(3) Personnel with a mandatory IDT obligation.

(4) Enlisted personnel in ECMO category A or B.

(5) Officers having a seriously undermanned designator or NOBC.

(6) Enlisted personnel having a critical NEC may be retained IAP with approval of COMNAVRESFOR (Nil) .

(7) Direct Commission Officers and Limited Duty Officers/Chief Warrant Officers (3 years from date of commissioning).

(8) Other personnel as directed by COMNAVRESFOR, COMNAVSURFRESFOR, COMNAVAIRESFOR or higher authority.

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CHAPTER 4TRANSFERS/TERMINATIONS**401. Officer Transfers**

a. To implement officer transfer requests between NAVRES units or between billet requirements in the same unit, losing activities will use the Reserve officer Request for Transfer/Termination (NAVRES 1301/5) . Mail the endorsed copy of NAVRES 1301/5 to the member. Transfer officers without assignments to vacant billets at another NRA if within a reasonable commuting distance. Officers refusing such assignment shall be transferred to the IRR, "Not Recommended for Reaffiliation." Forward their service/health records to NAVRESPERSCEN (Code 4011) . A list of authorizing activities is in paragraph 104 of this instruction.

b. Do not transfer officers approved for "In-training status" to another mobilization assignment that requires "In-training status" until approved by BUPERS (Pers-912). Officers assigned an "In-training status" may transfer to a billet requiring their current designator or specialty. This cancels the "In-training status."

c. Modify IDT orders when:

(1) Reorganization deletes mobilization requirements and the displaced officer cannot be reassigned within allowances.

(2) A waiver expires. Do not delay transfers pending action on waiver requests.

(3) Command/billet tenure expires.

(4) Members did not change designator or In-training status expires.

d. Transfers between squadrons/units at the same location

(1) NAVRESREDCOM/NAS/NAF/NAVAIRES may authorize officer transfers only when the following criteria are met:

(a) Transfers must be approved by the gaining order approving authority. The CO of the losing command, if a commissioned unit, must also approve the transfer.

(b) Officers must be eligible for the new assignment.

(2) Forward copies of the officer transfer orders to:

(a) BUPERS (Pers-313C).

(b) Field service record.

(c) Losing and gaining units and supporting NRAs.

(d) NAVAIRSYSCOM (AIR-09R4) (Air Systems program officers only).

(e) NAVSEASYSYSCOM (CHENG/NR1) (Sea Systems program officers only).

(f) Any special distribution listed on NAVRES 1301/5.

(3) Local officer transfers will direct officers to report to CO/OIC of their new unit. Examples:

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(a) "...Modified as indicated below, effective 2 July 1994, report to CO, VA 999 for IDT. ACIP authorized for Duty Involving Flying-Operations (DIFOPS)."

(b) "...Modified as indicated below, effective 2 July 1994, report to co, VTU 9999 for IDT in a nonpay status."

(4) Air sites are NOT authorized to transfer Reserve unit COs, unless specifically directed by COMNAVAIRESFOR. When authorizing the transfer of a Reserve unit CO, ensure the order modification contains the proper statements shown below:

(a) "Reference (), which designated you as the Commanding Officer of (UNIT) is canceled effective (DATE) due to (REASON) (e.g., expiration of command tenure, expiration of waiver, etc.) ."

(b) This action requires detachment of reporting senior FITREPS.

(5) Officers selected for command will have their orders modified as follows:

(a) "You are assigned as Commanding Officer, (UNIT NAME) for inactive duty training in a pay status and Additional Duty to (UNIT'S GAINING COMMAND) ."

(b) If applicable: "Upon assumption of command you will report by letter to (REPORTING SENIOR)."

e. Transfer between stations. Officers must advise losing activities in advance of expected transfers to establish a transfer date and avoid interruption of SELRES status. The gaining activity must be in receipt of the IDT history review, personnel event entry worksheet and unadjudicated IDT report (if applicable).

(1) Attach a copy of current Naval Reserve Qualification Questionnaire for Inactive Duty Personnel (NRPC 1200/1) to transfer requests.

(2) If losing activities fail to process transfer requests, gaining activities may initiate NAVRES 1301/5 only after notifying the losing activity.

(3) Gaining NAVRESREDCOM/NAS/NAF/NAVAIRES will act on NAVRES 1301/5 based on available billets and officer's qualifications. Forward NAVRES 1301/5 to the gaining activity to prepare order modification on NAVRES 1321/2. Then forward copy of the NAVRES 1321/2 to losing activity or NAVRESREDCOM to affect transfer.

(4) The RSTARS "gain" entry automatically generates an RSTARS loss at the losing NRA. RSTARS does not require loss entries for this action. RSTARS will notify the losing NRA via RSTARS "Mail Bag Message" to prepare FITREP and forward health, service records, and personal IDT folder to the new activity.

f. Transfer to the IRR. Requests for transfer must be in writing. Transfers to the IRR may be approved by the local NRA for officers without a drill obligation. The unit CO must interview the requesting officer to ascertain reason(s) for transfer. Do not transfer medical personnel without verification of obligation. Transfers will be approved when:

(1) Requested in writing by the member.

(2) Required by law or regulation.

(3) Unable to place in mobilization billets.

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(4) Directed by higher authority

u. Transfer to Standby Reserve. Transfers to the Standby Reserve must be approved by BUPERS (Pers-911) . Initiate requests to transfer-when:

(1) Officer is designated as a Key Federal Employee.

(2) Officer enters a recognized school of theology/seminary.

(3) Officer in an incentive program requests period of nonavailability.

(4) Otherwise required by law or regulation.

(5) Directed by higher authority.

402. Enlisted Transfers

a. Comply with assignment priorities in paragraph 202 of this instruction and other applicable directives when transferring enlisted personnel between units in the same geographic area. Transfer personnel between units at the same NRA using Enlisted Application and Orders to Naval Reserve Unit Termination/Modification Form NAVRES 1326/2. Do not transfer unsatisfactory participants between units unless the gaining activity agrees to accept them. Failure to follow these procedures could adversely impact member's SELRES status .

b. The RSTARS "gain" entry automatically generates a loss at the losing NRA and informs the losing NW via RSTARS "Mail Bag Message. " This Mail Bag Message cancels the requirement for the gaining NRA to mail a copy of the orders to the losing NRA. The Mail Bag Message directs the losing NRA to complete a performance evaluation/fitness report and forward health/dental record; service record, and personal IDT folder to the gaining NRA. For transfers to records review, the losing NRA prepares the NAVRES 1326/2 and forwards along with the RSTARS event entry worksheet to the echelon IV command to perform the RSTARS gain. The local NRA maintains custody of the service record, personal IDT folder, and health/dental record unless otherwise directed by higher authority. When the echelon IV receives discharge authority, they will perform the RSTARS discharge entry and notify the NRA maintaining the service and health records to process the discharge.

c. Enlisted transfers between units within a reasonable commuting distance. Submit enlisted transfer requests between squadrons/ships/units to the gaining activity via the losing activity. The losing activity will recommend approval/disapproval and attach a copy of the member's IDT history review to the request. Losing activities can use the RSTARS Mail Bag loss message as authority to transfer service, health/dental records and personal IDT folder. Gaining activity paperwork includes:

(1) Enlisted Application and Orders to a Naval Reserve Unit Termination/Modification (NAVRES 1326/2) .

(2) Enlisted Application and Orders to a Naval Reserve Unit (Non-obligor) (NAVRES 1326/4) or Enlisted Inactive Duty Training Orders to a Naval Reserve Unit (Obligor) (NAVRES 1326/5), as appropriate.

d. For surface units, the losing activity recommending disapproval will forward requests under cover letter to NAVRESREDCOM via the gaining NRA. Air units, submit requests to COMNAVAIRESFOR via NAS/NAVAIRES/NAF/NAVAIRESCEN/NAVAIRESACT for final adjudication.

(1) Transfers between units outside a reasonable commuting distance. Reservists are responsible for informing the losing activity of expected transfers. A transfer date must be provided to the NRA with sufficient lead

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time to prevent interruption of the member's SELRES status. The gaining activity must be in receipt of the IDT history review, personnel event entry worksheet, and unadjudicated IDT report (if applicable) before issuing orders. Transfers between units in different geographic areas are to be initiated by gaining activities only after losing activities are notified and agree with the transfer. Direct liaison is required.

(2) Reasonable commuting distance is defined as follows:

(a) Those units that exclusively train on 2 consecutive days during the month (when meals and quarters are available) the following definition applies: Any distance within a 100 mile radius of the IDT site, but not exceeding that which can be traveled by automobile under average traffic, weather, and road conditions within 3 hours.

(b) All other units, reasonable commuting distance is defined as: Any distance within a 50 mile radius of the IDT site, but not exceeding that which can be traveled by automobile under average traffic conditions within a period of 1 1/2 hours.

(c) Reasonable commuting distance for NRF ships is based on the location of member's designated IDT site when the ship is not in homeport.

Transfer to the IRR. Policy and procedures are in BUPERSINST 1001.39B.

(1) APG personnel who have not completed their initial 6 year SELRES obligation must be processed per BUPERSINST 1001.39B.

(2) Nonobligors and personnel with a temporary rating (APG, OSVET, RESCORE-R) may be transferred by the local NRA upon member's request per BUPERSINST 1001.39B. Transfer APG and RESCORE-R personnel in their permanent rating.

(3) Obligers with unsatisfactory performance may be placed on 6 months probation; or as determined by the NRA CO. Reservist possessing mobilization potential may be transferred to the IRR. If the NRA CO has determined that the member does not have mobilization potential, process for administrative separation.

(4) Transfer member using RSTARS.

(5) Forward member's service/health record to Commanding Officer, Naval Reserve Personnel Center (Code 4011), New Orleans, LA 70149-7800.

(6) Members approved for assignment to the IRR due to residing outside the reasonable commuting distance are required to sign the following NAVPERS 1070/613 (page 13) entry:

"(Date): I understand that I have been assigned to the Individual Ready Reserve by reason of residing outside the reasonable commuting distance of a Naval Reserve activity. I also understand this assignment may be terminated if the present circumstances change, or for any other reason deemed necessary by competent authority. I further understand that I am required to immediately inform the Commanding Officer, Naval Reserve Personnel Center, New Orleans, LA 70149-7800 of any change in my address or status. I have been provided a copy of this statement of understanding.

WITNESSED:

(Name, Rank, Title)

(Reservist's Signature)

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- a. Establish 3 year PRDs for enlisted members assigned to NRF/FMF/echelon IV staff units. After 3 years, NRF/FMF members may request reassignment to shore duty units for 2 years. Do not involuntarily assign members to NRF or FMF units during this 2 year period.
- b. Compute PRDs 3 years from date assigned to NRF or FMF units and enter into RSTARS. Nonobligors who refuse orders will have their SELRES assignment terminated. Service/health records will be transferred to NAVRESPERSSEN (Code 4011). Make a NAVPERS 1070/613 (page 13) entry not recommending member for future affiliation before transfer. (Refer to paragraph 302 of this instruction.) Obligor personnel will have their PRDs established 3 years from date of assignment. Discharge members when EOS occurs before PRD unless extending or reenlisting onboard.
- c. Members completing 3 years with NRF or FMF units may request a PRD extension. Additionally, they may request transfer to a mobilization billet at an NRA within reasonable commuting distance of their home. Upon completion of 2 years of shore duty, members will be eligible for reassignment to NRF or FMF units.
- d. Screen all SELRES within an NRA for assignment to sea duty. Ensure all eligible candidates complete an initial sea tour before reassigning an individual to an additional sea tour. The member must be within a reasonable commuting distance.

404. PRD for Officer Personnel

- a. Senior officer PRDs for the Surface Reserve Force are governed by COMNAVSURFRESFORNOTE 5400 of 23 Jan 98.
- b. Senior officer PRDs for the Air Reserve Force are governed by COMNAVAIRESFORINST 5400.5.

405. Officer Assignment Terminations

- a. Assignments will be terminated as follows:
 - (1) When participation becomes unsatisfactory, orders must state "Not Recommended for Reaffiliation" unless waived by order issuing authority. Reaffiliation requires written approval from COMNAVRESFOR (N11) via COMNAVAIRESFOR (N12)/COMNAVSURFRESFOR (N11) as appropriate.
 - (2) When required by COMNAVRESFOR assignment policy.
 - (3) When removed from the Ready Reserve.
 - (4) With an approved termination request. Indicate reason for transfer and officer's future affiliation plans on termination order.
 - (5) When promotion is declined. Officers declining promotion are not assignable to any Reserve unit, pay or nonpay.
- b. Special Cases. Assignments may also be terminated for the following reasons:
 - (1) Documented substandard performance per SECNAVINST 1920.6A.
 - (2) Failure to submit a Naval Reserve Qualification Questionnaire for Inactive Duty Personnel (NRPC 1200/1).
 - (3) Failure to acknowledge official correspondence.

9 FEB 1998 (4) Failure to g-et a required physical examination.

(5) Failure to meet physical readiness standards. Transfer to Records Review and process per OPNAVINST 6110.1D.

(6) Failure to qualify in a warfare specialty or NOBC required by assignment.

(7) Any other documented reason deemed appropriate by echelon IV or higher authority.

(8) At members request.

c. Procedures

(1) Losing unit will submit assignment/termination requests on NAVRES 1301/5.

(2) Counsel members on opportunities, qualifications, and ramifications of transfer.

(3) Forward service and health records to NAVRESPERScen (Code 4011).

(4) Forward a copy of transfer/termination orders to BUPERS (Pers-313C). Assignment termination requests will include:

(a) Reason for termination (explanation).

(b) Recommendation for future affiliation.

406. Enlisted Assignment Terminations. Refer to BUPERSINST 1001.39B. Assignment of nonobligors may be terminated when deemed appropriate by the echelon V or at the members request.

407. Members Voluntarily Ordered to AD or Active Duty For Special Work (ADSW)

a. Officers and enlisted personnel, assigned in an IDT pay status and are voluntarily ordered to AD or ADSW for more than 179 days or less will remain assigned to their present unit.

b. Officers and enlisted personnel assigned in an IDT pay status and are voluntarily ordered to AD or ADSW for more than 179 days (consecutive or non-consecutive) during any 12 month period will be transferred to the VTU during the ADSW period and receive AA's for that period. These individuals will be reassigned to an appropriate vacant pay billet when their AD or ADSW is completed.

(1) Reassignment must be completed within 30 days after completing AD or ADSW.

(2) When a local vacant billet does not exist, the Billet Requisition System (BRS) will be used for enlisted members. If BRS is unsuccessful, the member will be cross-assigned per present policy. When a billet assignment cannot be made, the member will be held in an IAP status for up to 1 year.

(3) Officers and enlisted members cross-assigned to a vacant pay billet who lose their billet due to a local assignment will be either reassigned to a local vacant pay billet or cross-assigned per current policy. When a billet assignment cannot be made, the member will be held in an IAP status until completing the 1 year period.

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(4) Reassigned members who reach High Year Tenure (HYT), attain age 60, fail to meet satisfactory participation requirements, or officers who become twice failed of selection (2XFOS) will be processed and transferred per current directives.

c. Personnel reporting on AD or ADSW are required to sign the following NAVPERS 1070/613 (Page 13) entry:

"(Date): I understand voluntary recall to active duty for more than 358 days in 1 year will result in termination of my inactive duty training orders and transfer from the Selected Reserve. Also, I understand that upon release from such duty, my reassignment will be governed by accession criteria in effect on the date I apply for reaffiliation. I further understand I cannot be guaranteed reaffiliation, but, if I am determined not to be eligible, I may request a waiver for accession from Commander, Naval Reserve Force (N11)."

WITNESSED:

(Name, Rank, Title)

(Reservist's Signature)

d. Officers and enlisted personnel transferred from a nonpay IDT status to a pay status solely for the purpose of performing AD or ADSW, upon release will be returned to a nonpay IDT status.

408. Members Involuntarily Ordered to AD (Presidential SELRES Call-up).

a. Personnel involuntarily ordered to AD will remain assigned to their present billet. If the member's unit/billet is disestablished or moved, the member will be assigned to an appropriate vacant pay billet. When a local vacant pay billet does not exist, the BRS will be used for enlisted members. If BRS is unsuccessful, the member will be cross-assigned per present policy. When a billet assignment cannot be made through any of the above means, the member will be held in an IAP status for up to 1 year.

b. Members who reach HYT, attain age 60, fail to meet satisfactory participation requirements, or officers twice failed of selection (2XFOS) will be processed and transferred per current policy.

409. Retroactive Transfers/Terminations. Officer and enlisted orders will be issued sufficiently in advance to avoid retroactive transfers/terminations. The following exceptions apply:

a. Ordered to AD or ADSW for over 179 days (termination date must immediately precede date reported to AD).

b. Affiliation with another Reserve unit (transfer date must immediately precede date gained into new unit).

c. Cases involving deceased personnel (loss will be date of death).

d. Cases where action by CHNAVPERS or COMNAVRESFOR direct retroactive transfer/termination.

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CHAPTER 5COMMAND OF RESERVE UNITS501. General

a. COMNAVRESFOR approves and appoints officers to command all SELRES units except officers in command of units specifically detailed by CHNAVPERs. This authority may be delegated to COMNAVAIRESFOR or COMNAVSURFRESFOR. Command of VTUs is delegated to the appropriate readiness commander or NAS/NAF/NAVAIRES CO.

b. This chapter also applies to OICs, SELRES coordinators and gaining command liaison officers.

c. The unit CO is normally the senior officer assigned or detailed by competent authority. They have precedence over all personnel attached to the command regardless of rank or corps. Waivers of this requirement will be approved by COMNAVAIRESFOR or COMNAVSURFRESFOR.

d. The unit XO, if assigned, is normally the next senior officer eligible to succeed in command. They have precedence over all other personnel under the CO.

e. Selection to command of SELRES units is by formal board action, except those individuals serving in a temporary or acting appointment. Selection boards convened to review command nominations are announced in advance. Where practicable, a flag officer (active or Reserve) is the senior member. Board membership is confidential until the board actually convenes. Representatives of appropriate regular component commands may be invited, but are not required to participate on selection boards.

f. MILPERSMAN article 1420121 authorizes the wear of the Command Ashore Insignia by inactive duty COs of the following NAVRES commands:

Naval Construction Regiments (1st, 3rd, 7th, 9th only)

NMCBs (14, 15, 17, 18, 21, 22, 23, 24, 25, 26, 27, 28)

Naval Construction Forces Support Units (2 and 4)

CHBs (3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14)

MIUWUs

(a) NAVIUWGRU One (MIUWU 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114)

(b) NAVIUWGRU TWO (MIUWU 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214)

(6) CO, Fourth Dental Battalion

(7) CO, Fourth Medical Battalion

(8) NAVRESFLTHOSPs (9, 20, 21, 23)

g. Assignment in the following categories does not confer eligibility for the Command Ashore Insignia:

(1) Officers temporarily in command.

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(2) Officers who were removed from command for cause.

(3) Officers assigned in a billet designated OIC.

502. Maximum Tenure Guidelines. The following guidelines govern maximum tenure in command of SELRES units. Tenure less than the maximum allowed should not imply poor performance or lack of ability. Do not reassign former COs to other positions within the unit without an approved waiver from COMNAVAIRESFOR or COMNAVSURFRESFOR.

a. Naval Reservists may not hold command longer than 4 years in any one grade unless extended per paragraph 502d below.

b. Command of nonpay units does not count against command tenure.

c. Assignment as CO, OIC, or assignment as SELRES coordinator in NRF units is considered "command" for computing command tenure.

d. No officer may command the same unit for more than 2 years, with the exception of VTU (3 years). Waivers for a 1 year extension of command tour, when there are no other qualified officers available, are to be submitted to COMNAVAIRESFOR/COMNAVSURFRESFOR. In exceptional cases, the approval authority may grant a 1 year extension if unit readiness will be enhanced. See appendix A, exhibit 3 of this instruction for waiver format.

503. Qualifications and Prerequisites for Command

a. General. Officers considered for command must meet the following criteria before selection:

(1) Be of the proper designator, corps, or community for the type of command under consideration; or

(a) be in an "In-training status" for the proper designator; or

(b) have a waiver approved by competent authority.

(2) Meet, or be eligible to meet, the skill requirements of the mobilization assignment, or meet specific mobilization substitution criteria.

(3) Not exceed age-in-grade restrictions per BUPERSINST 1001.39B,

(4) Not exceed command tenure restrictions.

(5) Meet CHNAVPERS command screening criteria (if pertinent).

b. Program Requirements

(1) MSC

(a) Required

1. Served in at least one MSC Reserve unit.

2. JCS/MSO exercise experience.

(b) Preferable

1. NOBC 9471 (MSCO XO) or NOBC 9421 (Shore Activity CO) or NOBC 9436 (Shore-Activity XO).

2. Significant active military or civilian MSC experience.

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(c) Submit waiver of the above requirements to COMNAVSURFRESFOR (N12) via Commander, MSC (N00R) and cognizant area commander.

(d) Gaining command may provide written billet profile information as direct correspondence to screening board presidents.

(2) Naval Control of Shipping

(a) Required: Primary NOBC 9424 (Naval Control of Shipping Officer)

(b) Preferable: Secondary NOBC 9019 (Convoy Commodore Staff Officer)

(3) Air Systems Program

(a) Qualifications

1. Be an unrestricted line officer in designator 11XX or 13XX or a restricted line officer in designator 15XX.

2. Screen for command of an ASP unit by the director of the ASP.

3. Meet professional and technical qualifications.

(b) COMNAVAIRSYSCOM (AIR-09R) will be given the opportunity to review and comment on CO nominees prior to final approval.

(4) Intelligence Program Requirements

(a) Be a restricted line officer with a 1635 designator.

(b) Meet professional requirements in COMNAVRESINTCOMINST 5400.5E.

(5) Cargo Handling/Supply Systems Programs

(a) Requirements: Be a Supply Corps officer with a 3105 designator or have a valid waiver.

(b) Submit waiver requests to COMNAVSURFRESFOR (N12).

(6) Sea Systems Program: COMNAVSEASYSYSCOM (CHENG/NR1) may review and comment on candidate qualifications prior to final approval.

(7) Public Affairs

(a) Requirements: Be a restricted line officer with a 1655 designator.

(b) Officers other than 1655 designators with a PNOBC/SNOBC of 24xx may request a waiver of the designator requirement only if there is not a qualified 1655 officer available. Requests for a waiver shall be submitted to COMNAVSURFRESFOR (N55) via the Chief of Information (01-0031).

(8) Security Group

(a) Restricted line officer with a 1615 designator or in an "In-training status" for designator change.

(b) Current eligibility for final SCI access and certified by the program representative.

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(c) Submit waivers to COMNAVAIRESFOR (N13) via the program representative and COMNAVSECGRUCOM (N00R).

(9) NAVIUW

(a) Requirements for the group commander:

1. Qualified in warfare specialty.
2. IUW command experience (SELRES) .

(b) Requirements for unit command:

1. Qualified in warfare specialty.
2. Possess an NOBC of 9450.

(c) Submit NOBC waivers to COMNAVSURFRESFOR (N12).

(10) MMROCH

(a) Requirements:

1. Restricted line officer with 16xx designator, or
2. line officer designator 1XXX with a U.S. Coast Guard Merchant Marine unlimited license.
3. Possess an NOBC of 9050.

(b) CNO (N42E) may comment on the qualifications of a candidate before final approval.

(11) Coastal/Harbor Defense

(a) Requirements: Possess an NOBC 9450 or NOBC 9456.

(b) Submit NOBC waiver requests to COMNAVSURFRESFOR (N12), provide a copy to the appropriate Commander, U.S. Maritime Defense Zone and CNO (N372K).

(12) Space Warfare Systems: Commander, Special Warfare Systems Command (SPAWAR 18-R/09R) may comment on candidate qualifications before final approval

(13) JAG Program Requirements

- (a) Requirement: 2505 designator.
- (b) Certification per 10 U.S. Code 827(b) (article 27b, UCMJ).
- (c) Recommendation per 10 U.S. Code 806 (article 6, UCMJ).

(14) Fleet Hospital Requirements

- (a) Be a medical department officer.
- (b) Possess an NOBC of 9421.

(c) Professional requirements per COMNAVSURFRESFORNOTE 5400 of 21 Feb 97.

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504. Command Screening Procedures

a. COMNAVSURFRESFORNOTE 5400 of 21 Feb 97 contains specific guidance for surface program unit command and senior officer (CAPT/CDR) noncommand billets. Us. Navy gaining commands may provide written billet profile information as direct correspondence to screening board presidents. This profile should describe specific desirable or necessary qualities of the type of individual best suited to meet the active Navy command's requirements. A specific nomination of an individual for a billet will be rejected. This does not preclude third party correspondence submitted via the member with the member's application.

b. Boards convened to nominate Reserve officers for command should represent a significant cross section of senior officer professional skills. Members will not be in competition for, nor have applied for, command billets under consideration during that FY. Do not assign inactive duty Reservists having past or present civilian business relationships (e.g., employer/employee, professional/client, vendor/customer or any family or marital relationship) with any officer under consideration for command.

c. Letters forwarding recommendations for command of air units will include names of board members present and dates the board met. The convening authority or their designated representative signs the letters.

505. CO and XO Selection for RESFORONS

a. CHNAVPERS command screening boards determine eligibility to command RESFORONS.

b. Local Area Coordinator for Air will convene local nominating boards consisting of, as a minimum, the following membership:

(1) Flag officer.

(2) NAS/NAF/NAVAIRES/NAVAIRESACT CO.

(3) Reserve Wing Commander or representative.

(4) Supporting RESFORON CO/XO or OIC.

(5) NAS/NAF/NAVAIRES/NAVAIRESACT Reserve program director or NAVAIRESACT CO (recorder responsibilities) .

c. To avoid duplicate nominations and to insure nomination of eligible officers, current operational experience is desired. This requires close liaison between Wing Commanders and NAS/NAF/NAVAIRES/NAVAIRESACT COs.

d. Boards will select 3 nominees for each CO position and 2 nominees for each XO position. Submit nominations in priority order with an updated Naval Reserve Qualification Questionnaire for Inactive Duty Personnel (NRPC 1200/1), to COMNAVAIRESFOR (N8) for final selection.

e. Officers convening local nominating boards will provide written guidance to board members outlining objectives, procedures, and conduct.

506. Selection for Command of Aviation Units (Other than RESFORONS) .

Nominations for command will be submitted by NAS/NAF/NAVAIRES/NAVAIRESACT COs as follows:

a. NAS/NAF/NAVAIRES/NAVAIRESACT COs will establish a board to nominate officers who are best qualified to command aviation units. Boards will, as a minimum, consist of the following members:

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(1) Flag officer.

(2) NAS/NAF/NAVAIRES/NAVAIRESACT CO.

(3) Tenant RESFORON COs/OICs (must be senior to the officers being considered for selection).

(4) NAS/NAF/NAVAIRES/NAVAIRESACT Reserve Program Director or NAVAIRESACT CO.

(5) At least 2 senior Reserve officers assigned to the activity. (recorder responsibilities).

b. For ASP units, boards will include the NAS/NAF/NAVAIRES/NAVAIRESACT ASP Program Manager. In addition, at least one senior Reserve officer should be a current ASP member, preferably an incumbent ASP CO or prior ASP CO. Nominees must be ASP command screened with a copy of command screen eligibility letter from the director of the Air Systems program.

c. Boards will select three nominees for each unit and submit nominations, including updated Naval Reserve Qualification Questionnaire for Inactive Duty Personnel (NRPC 1200/1) and command screen eligibility letter (RESFORONs and ASP units) to COMNAVAIRESFOR (N7) within 30 days after the board convenes.

d. COMNAVAIRESFOR will screen nominations before final assignment. Overgrade waiver requests for nominees are not desired. The only exception to this policy is if there are no qualified candidates available within paygrade and designator required by the RUAD. Submit waiver requests, per appendix A, exhibit 3 of this instruction, concurrently with unit nominations.

507. Screening for Command of Intelligence Units. Procedures are in COMNAVAIRESFORINST 5400.5 and COMNAVRESINTCOMINST 5400.5E.

508. Screening for Command of NAVRESSECGRU Units. Program representative or designated alternate may participate on boards convened to select NAVRESSECGRU COs.

509. Screening for Program Seven (SEABEE) Command Billets. COMRNCFSC will establish PRDs for all command and senior officers. Billets will be advertised, screened and detailed per COMNAVSURFRESFORNOTE 5400 of 21 Feb 97. Recommendations will receive final review by COMRNCFSC prior to approval by COMNAVSURFRESFOR.

a. Reserve CEC officer billets deemed by COMRNCFSC to be National Key Billets both within and outside program 7 will be nationally advertised and considered by COMRNCFSC'S regional screening boards. Readiness commanders and/or gaining commands may provide requirements and recommendations for non-program 7 billets to these screening boards for consideration. The resulting screening board recommendations will be forwarded to the appropriate readiness command for concurrence or nonconcurrence. The COMRNCFSC National Selection Board will make the final selections.

b. COMRNCFSC will designate presidents and members of regional screening boards. The senior member of COMRNCFSC National Selection Board will be COMRNCFSC. The selection board membership will be determined by COMRNCFSC, but normally will include the Reserve CEC flag officers and representatives from both commissioned and augment units.

510. Selection for RIAC. Procedures are in COMNAVAIRESFORINST 5400.5 and COMNAVRESINTCOMINST 5400.5E.

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CHAPTER 6IDT PARTICIPATION REQUIREMENTS

601. Acknowledgment of Performance Requirements. Ready Reservists must acknowledge their understanding of the Navy's policy concerning IDT. This includes attendance, notification of absences, and procedures to take for missed IDT periods. Use the Satisfactory Participation Requirements/Record of Unexcused Absences (NAVRES 1570/2) for missed IDT periods and to notify Reservists of accrued unexcused absences. The format for preparing this form is in appendix A, exhibit 4 of this instruction.

602. IDT Scheduling. The following responsibilities, policies and considerations apply:

a. Reserve units will work with the supporting NRA to establish, in advance for the upcoming FY, dates and times for IDT. Schedule IDT periods using the following:

- (1) Unit training plans.
- (2) Plan of the month.
- (3) IDT plans.
- (4) Officer/enlisted orders (AT/ADT/inactive Duty Training Travel (IDTT))

b Verbal changes to IDT schedules must be documented. When changes occur during an IDT weekend, annotate in the remarks column of the IDT Participation Record, (NAVRES 1570/21), as indicated in appendix A, exhibit 5 of this instruction. When changes occur outside IDT weekends, Rescheduled/Equivalent Training (RS/ET) authorization (verbal or in writing; local policy dictates) must be received by the NRA before the RS/ET period is performed. The authorization must include the date(s) the IDT(s) were originally scheduled for, location where the IDT periods will be performed, and type of IDTs to be performed (i.e., RS/ET/ATP). When the RS/ET authorization is recorded in RSTARS, an Individual Participation Record (NAVRES 1570/22) is produced. The form must be annotated to reflect the authorization (e.g., attached faxed memo or annotate telephone authorization). The date of the Individual Participation Record (NAVRES 1570/22) (determined by the RSTARS (MP) program) is not to be misinterpreted as the date of the authorization for a RS/ET IDT period; it is only the date the schedule change was recorded in RSTARS(MP). In all cases, tell the supporting NRA of unit/personnel IDT schedules and changes to prevent recording unexcused absences. Use the RSTARS generated Individual IDT Scheduling Form (NAVRES 1570/22). To facilitate unavoidable short notice IDT scheduling changes whereas the Individual Participation Record (NAVRES 1570/22) cannot be obtained by the member from the NRA's RSTARS(MP) machine prior to the performance of the IDT period(s), a blank Individual Participation Record may be used. This must be an exception and not the rule. In all cases, authorization must be received by the NRA before the IDT periods are performed.

c. When scheduling unit and individual regular IDT:

(1) Do not permit administrative procedures or legislative conflicts to inhibit performance of contributory support. Common sense (meeting intent of regulations) is paramount.

(2) Do not exceed FY IDT pay limits per BUPERSINST 1001.39B. Remain within quarterly IDT limitations as feasible.

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(3) Do not jeopardize the member's ability to earn qualifying service for a satisfactory year during the anniversary year.

(4) Ensure satisfactory participation standards are met per BUPERSINST 1001.39B.

(5) Schedule training into a comprehensive plan built on, but not limited to, regular weekly, monthly, or quarterly IDT/IDTT periods.

d. Reschedule training only at the convenience of the Navy. Rescheduled IDT must be within a reasonable commuting distance as defined in paragraph 402 of this instruction. For directed RS outside a reasonable commuting distance refer to paragraph 613 of this chapter. Commands are authorized to direct performance of rescheduled IDT periods to:

(1) Take advantage of emergent training opportunities, including IDTT evolutions.

(2) Resolve conflicts with AT/ADT.

(3) Accommodate nonavailability of training resulting from schedule changes, equipment breakdown, or if access to sites is impossible because of adverse weather conditions (e.g., flood, heavy snowfall), or civil disturbances. These rescheduled IDT periods are not considered as ET periods.

e. Chaplains must maintain ecclesiastical endorsements, dictated by their faith group, to keep their commission. All efforts should be made to schedule IDT periods to enhance training while permitting chaplains to meet necessary ecclesiastical endorsement requirements.

603. Rescheduled IDT Administration. Rescheduled IDT periods may not be scheduled after the fact. Rescheduled IDT periods may not be used to accommodate excused absences. Commands can direct/document scheduling of rescheduled IDT via training schedules, plan of the month, IDT plans or if done verbally, by annotating in the remarks section of the unit Individual IDT Participation Record (NAVRES 1570/22). The IDT function in RSTARS(MP) will generate the Individual IDT Participation Record (NAVRES 1570/22) when the scheduling change is recorded in RSTARS(MP). Documentation of attendance at "rescheduled IDT will be by unit/partial unit IDT Participation Record (NAVRES 1570/21) or (NAVRES 1570/22). If rescheduled IDT periods are missed, they will be administered as missed regular IDT periods per paragraph 604 below.

604. Missed IDT Periods. Individuals miss regular IDT periods for a variety of reasons. Reasons to excuse absences on the day they occur include: Sickness, injury or other circumstances beyond a reasonable control. The member must contact the unit or parent Reserve activity when absent from IDT periods. The unit should contact the member if the member fails to contact the unit. Unit COs will determine whether a missed IDT period is excused, unexcused or an AA. Local procedures must place responsibility on the member to contact their unit before the end of the IDT period(s)/IDT weekend. COs will make one of the following determinations by close of an IDT weekend in all cases concerning missed IDT periods:

a. Excused Absences. Unit COs may excuse missed training IDT periods. They may direct IDT performance as ETs, assigning appropriate dates and times for completion. Do not perform any ETs as a rescheduled IDT.

b. Unexcused Absences. Commands assign unexcused absences ("U") for missed IDT periods determined to be unexcused. One cannot make up an unexcused absence. Commands will provide individuals with a copy of NAVRES 1570/2 for all unexcused absences. File the original NAVRES 1570/2 in the personal IDT folder. This form reiterates IDT requirements and provides

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individuals a record of all unexcused absences. Commands must inform members of unexcused absences as they occur by annotating the original NAVRES 1570/2 and mailing a copy to the individual (normally within 5 working days) .

c. AAs. Assign AAs when there is not a requirement to make up missed IDT periods and meaningful training is not available. Enter in RSTARS assignment of AAs, which reduces the total number of authorized IDT periods per FY. Reduction in the number of required IDT periods does not change the requirements that an anniversary year must have 50 points for retirement credit, nor does it relieve the Reservist from the requirement to attain 50 points to remain in the Ready Reserve. IDT periods adjudicated as AAs cannot be removed or changed to RS, ET or "U"S without NRA CO approval. Once AAs are authorized, there is no IDT requirement. AAs may be assigned for the following reasons:

(1) AT/ADT Conflict. Reschedule or record as AAs regular IDT periods conflicting with dates of AT/ADT (less than 30 days) . Commands are responsible for rescheduling IDT periods before AT/ADT, but members may perform rescheduled IDT either before or after AT/ADT. IDT periods missed while on AT/ADT of 30 days (entire calendar month) or more may not be rescheduled and must be considered as AAs.

(2) Airlift to Aviation Training Site. Record IDT periods missed because of cancellation of scheduled airlifts (pick-up point only) as AAs, unless rescheduled per paragraph 602c of this chapter.

(3) Temporary work conflicts/personal hardships. Retain SELRES personnel (both obligor and Nonobligor) with valid, documented, short-term work conflicts/personal hardship. Keep individuals in their present unit in an AA status up to 6 months with approval from the unit CO. For conflicts beyond 6 months, transfer the member to the IRR. The unit CO should consider the impact on unit readiness and manning when reviewing requests for retention based on temporary work conflicts or personal hardships. If the unit CO does not recommend retention, process member for transfer to the IRR (Active Status Pool) , or process for discharge if warranted. The following applicable NAVPERS 1070/613 (page 13) entries are required for individuals retained per this paragraph. For temporary work conflict/personal hardship/temporary residence overseas:

"Date; I understand I have been retained in the Selected Reserve without an inactive duty training requirement (Authorized Absence (AA)) by reason of (temporary work conflict/temporary personal hardship) . I understand I may be retained in an AA status for up to 6 months, unless the circumstances that warrant AAs change, or as deemed necessary by competent authority. I further understand I must inform the Commanding Officer (activity, location, zip code) of any change in my status, physical condition or address. I have been counseled concerning completion of Navy correspondence courses and crediting of retirement points required to obtain satisfactory service toward retirement. I understand that I must attend annual training as scheduled or apply for a waiver. I have been provided a copy of this statement of understanding. I understand that I am responsible to pay Servicemen's Group Life Insurance premiums to continue coverage.

WITNESSED: _____
(Name, Rank, Title)

(Reservist's Signature)

(4) AD, ADT, ADSW 30 days or More. IDT periods missed while on AD, ADT, or ADSW for 30 days (entire calendar month) or more are considered AAs and may not be rescheduled.

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(5) Temporarily Not Physically Qualified (TNPQ) Personnel

(a) Keep individuals found TNPQ in their present unit, in a light duty status, for 6 months. A medical officer must determine if a member can perform IDT. However, the member cannot participate in IDTT, AT, or ADT. Record missed IDT periods during TNPQ as AAs.

(b) For TNPQ, the following NAVPERS 1070/613 entry is required:

"Date: I understand, although I am temporarily physically disqualified, that I have been retained in a Selected Reserve unit with no inactive duty training travel/active duty training or annual training authorized. I understand this assignment may change for any reason deemed necessary by competent authority. I understand I must comply with all correspondence sent to me by the activity. I further understand I must immediately inform the Commanding Officer, (activity, location, zip code) of any change in my status, physical condition, or address. I have been counseled concerning completion of Navy correspondence courses and retirement points required to get creditable satisfactory federal service toward retirement. I have been provided a copy of this statement of understanding.

WITNESSED: _____	M	_____
(Name, Rank, Title)		(Reservist's Signature)

(c) For action taken in paragraphs 604c(3) and (5) above, prepare the following Administrative Remarks (NAVRES 1070/613) (page 13) entry:

"Date: Retained in the Selected Reserve in a nondrill status because of (temporary work conflict, temporary personal hardship, temporary physical disqualification).

Current address:

Anticipated date for return to inactive duty training status:

Authority: COMNAVRESFORINST 1001.5C

Authorizing Signature"

605. Request for Excuse of Missed IDT. Members missing regular IDT periods must contact their unit or local NRA by the end of the regular IDT period/IDT weekend explaining the reason for the absence. Failure to contact the NRA/unit by the end of the regular IDT period/IDT weekend will result in the missed IDT period(s) being declared unexcused.

606. Processing Requests for Excuse of Missed IDT Periods. Process requests to excuse a missed IDT period as follows:

a. Document approvals of ET on the unit/partial unit IDT Participation Record (NAVRES 1570/21) or Individual IDT Participation Record (NAVRES 1570/22) in the remarks section as shown in appendix A, exhibit 5 of this instruction.

b. If disapproved:

(1) Declare IDT absences unexcused using NAVRES 1570/2, sending a copy to the member by regular mail.

(2) Place obligors in a probationary status if unexcused absences total nine or more during the past 12 months. Refer to BUPERSINST 1001.39B concerning unsatisfactory participation.

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(3) Terminate nonobligors' unit assignment or place in probationary status if unexcused absences total nine or more during the past 12 months. Refer to BUPERSINST 1001.39B concerning unsatisfactory participation.

607. ET. Paragraph 604 of this chapter provides criteria for excuse of missed IDT. Only four paid ET periods are authorized per FY. Any more than four ET periods will be performed without pay. All ETs count toward satisfactory participation. Do not use additional IDT periods as a substitute for ETs or to make up for missed regular or rescheduled IDT periods. Perform ET IDT normally the month before, the month of, or the month after the original scheduled IDT.

608. TAD IDT Administration

a. Temporary Additional Duty Orders (NAVRES 1320/2) authorize IDT performance at activities other than the location where the member normally trains. TAD IDT periods will be reported as ETs. Administer TAD absences as missed IDT. If appropriate mobilization training is not readily available at the TAD site, NRAs should disapprove the request and consider issuing AAs.

b. TAD orders will be issued subject to the following:

- (1) Reservist requests orders. Parent NRA is approval authority.
- (2) NRA must confirm availability of training at the TAD site and gain approval from the TAD NRA.
- (3) Orders must be at no cost to the government.
- (4) Training is permissive (not directed).
- (5) TAD may not exceed 90 days.
- (6) TAD OUTCONUS is not authorized.

c. After confirmation, per paragraph 608b(2) above, the parent NRA prepares the NAVRES 1320/2. Service and health record holders remain responsible for service and health record maintenance in addition to IDT accounting.

609. Removal of Unexcused Absences. Recognize that on occasion "U"s will be erroneously assigned. In such instances, COs of NRAs, NRFs, or RESFORONS can authorize changing an unexcused IDT period to an excused absence or AA. A request to remove the "U"(s) , including a complete explanation of the circumstances causing the error and procedures taken to prevent future problems will be submitted by the unit CO and approved by the NRA CO. If the missed IDT period is changed to an excused absence, the associated ET will normally occur the month of, or within 60 days after, the date of the missed IDT period.

610. Additional Duty (ADDU). COMNAVRESFOR may prescribe individual assignment to ADDU with other DoD or Coast Guard activities or units. Use ADDU orders to enhance mobilization readiness and training of individuals and/or units. Members of NAVRES units that support, but are remote from Marine Corps units, may be assigned ADDU to those units. Where appropriate, echelon IV commanders will ensure SELRES unit COs' orders indicate the member is assigned ADDU to the unit's gaining command. AD surface/air and other officers who do not mobilize to their gaining commands are excluded.

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611. Assignment of Inactive Duty Reservists to a Unit. MILPERSMAN article 1880160 provides that all members in an Active Status (Ready Reserve (USNR-R), or Standby Reserve-Active (USNR-S1)), may be assigned to a unit upon their application. They must be qualified in all respects. COMNAVRESFOR requires that all SELRES (pay status) not assigned as IMAs, and all drilling members of the IRR (VTU), will be assigned to a unit, or detachment of a unit, in the Naval Reserve. Each unit or detachment will have a designated NRA tasked with record maintenance, logistics, and administrative support for members assigned to the unit. NRAs in the administrative chain of command of Reserve units, will be designated as the supporting NRA for those units. For units that do not report to an NRA (e.g., commands afloat and established ashore units, commonly called "commissioned" units), COMNAVSURFRESFOR or COMNAVAIRESFOR designates the supporting NRA. It will normally be the NRA closest to the homeport or location of the SELRES unit or detachment.

612. Off-Site IDT. IDT periods performed away from the individual's supporting NRA, but not under travel orders, will be called Off-Site IDT. Off-site IDT periods are governed by the same statutory requirements and regulations as IDT performed at the NRA.

613. IDTT. Refer to COMNAVRESFORINST 1571.7H for policy guidance.

a. Reimbursable IDTT orders (with IDT pay) may be authorized for up to 12 regular periods of IDT (6 days). Members executing multiple IDTT periods for periods longer than 6 days must acknowledge that they incur a SELRES obligation through the end of the month for which advance IDT has been performed.

b. Additional IDT periods, if authorized, may be performed with IDTT. IDTT orders should specify the number of regular periods of IDT and the number of ATPs authorized. Performance of ATPs must follow existing rules for ATP, Readiness Management Period (RMP), or Additional Flying and Flight Training Period (AFTP) accounting.

614. Flexible Inactive Duty Training (IDT) Option Procedures. The following establishes policy and program guidance. The intent of this program is to provide unit CO's added flexibility to schedule IDT and accomplish peacetime contributory support or complete formal school training. Flexible IDT will not be performed at the supporting NRA unless authorized by echelon IV commander. CO's are authorized to schedule up to a maximum of 40 IDT periods per FY. Flexible IDT may be performed separately or with AT, ADT, or IDTT. The remaining **eight** IDT periods (two per quarter) will be performed at the supporting NRA to accomplish organizational and administrative requirements. The provisions of BUPERSINST 1001.39B and this instruction apply in the adjudication and processing of IDT. The flexible IDT scheduling option is a significant departure from traditional IDT scheduling methodology. Participation in this program is voluntary and will not be directed by unit CO's. This program increases the member's responsibilities to meet satisfactory participation per BUPERSINST 1001.39B. Due to time restraints in completing program requirements (e.g., **completing** professional and military courses, PARS and attendance at the Petty Officer Indoctrination Course) and limited knowledge of Naval Reserve procedures, special consideration should be given before approving APG, RESCORE-R and new affiliates for participation.

a. IDT Limitations. Regular IDT exceeding 12 periods in the same fiscal quarter is considered Flexible IDT and participants will sign a NAVPERS 1070/613 acknowledging SELRES obligations. Drilling Reservists will not exceed the 48 regular IDT FY limitation. Members of the SELRES, with the exception of officers assigned IAP, may volunteer for this drilling option.

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b. Advance IDT. IDT performed in advance will result in the same SELRES obligation as if the IDT periods would have been performed on a normal four regular IDT per month schedule (e.g., a member who performs eight IDT periods for the months August and September in the month of July will incur a Reserve obligation through the end of September). The billet filled by a Reservist performing IDT in advance remains filled by the member until the date of completion of obligated service. Scheduling flexible IDT should take into consideration member's EOS, HYT, mandatory transfer dates per higher authority, expiration of the 6 year Montgomery GI Bill Selected Reserve obligation, satisfactory SELRES participation and other benefits, claims, transfers and separations to preclude loss of pay, benefits or entitlements. For members erroneously transferred prior to completion of IDT obligation, NRAs will reestablish member's pay status for completion of advance IDT.

c. IDT Reporting. The RSTARS IDT Participation Record and the Individual Participation Record forms will be used in recording flexible IDT periods. Timely submission of IDT performance is critical to ensure prompt payment of completed IDT periods. NRA CO's will record and transmit IDT attendance within 3 working days upon receipt of flexible IDT documentation.

d. Travel. Performance of flexible IDT combined with either "AT" or ADT at OUTCONUS sites is permissible provided the Status of Forces Agreement allows performance of IDT in the host nation.

e. Flexible IDT Scheduling. Unit CO's must coordinate flexible IDT schedules as far in advance as possible with supporting NRA to prevent pay and billet problems. This is particularly important for flexible IDT periods being performed subsequent to regular IDT periods (e.g., IDT in August for June and July IDT's). NRAs must also be notified immediately of subsequent changes.

f. The following NAVPERS 1070/613 will be signed by members participating in the program and will be witnessed by the unit CO or designated representative:

"Date: I acknowledge that participation in a nontraditional training program (flexible Inactive Duty Training (IDT) bears unique responsibilities and obligations, and that established safeguards which ensure proper crediting of IDT and Active Duty Training (ADT) retirement point credit may no longer apply. I understand that I share in the responsibility for my Naval Reserve career. I received a briefing concerning satisfactory participation requirements and retirement point credit. I understand that my anniversary date for a satisfactory qualifying year is (date).

1. I acknowledge that participation in the flexible IDT option is voluntary.
2. I understand that I must perform a minimum of two IDT periods per quarter at my Naval Reserve activity, as scheduled by either my unit commander or commanding officer, to complete administrative and organizational requirements (e.g., Identification Card issuance, Advancement examination participation, whether medical or dental requirements, physical readiness test, general military training).
3. I understand that while in the flexible IDT Option, my Servicemen's Group Life Insurance premiums will continue to accrue on a monthly basis, whether or not I actually perform IDT during that

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calendar month. To retain Servicemen's Group Life Insurance eligibility, premiums accrued during the months that IDT was not performed will be retroactively deducted in a lump sum from my next IDT paycheck.

4. I understand that Expiration of Obligated Service for the Montgomery GI Bill Selected Reserve is (date). If separated prior to that date, I may be required to repay Prorata benefits received under the Montgomery GI Bill Selected Reserve Program.
5. I acknowledge that if I do not perform a minimum of 90 percent IDT and annual training prior to my bonus anniversary date, payment will not be made until satisfactory participation is met per BUPERSINST 1001.39B. (Enlisted Naval Selected Reserve Bonus recipients only.)
6. I understand that IDT periods performed in advance will result in the same Selected Reserve obligation as if the IDT periods would have been performed on a normal four IDT periods per month per schedule. During this obligated period, I must remain in my current billet assignment. I further understand that I cannot perform advanced Prorated IDT's for service beyond my expiration of service, high year tenure, or any mandatory separation/transfer date as directed by higher authority. I remain eligible for recall through the end of the month for which I have performed IDT periods. Commander, Naval Reserve Force or designated authority, may release me from this obligation. I further understand that requests to change my obligation for my convenience may be delayed or disapproved."

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2. I understand that I must perform a minimum of two IDT periods per quarter at my Naval Reserve activity, as scheduled by either my unit commander or commanding officer, to complete administrative and organizational requirements (e.g., Identification Card issuance, Advancement examination participation, whether medical or dental requirements, physical readiness test, general military training).
3. I understand that while in the flexible IDT Option, my Servicemen's Group Life Insurance premiums will continue to accrue on a monthly basis, whether or not I actually perform IDT during that calendar month. To retain Servicemen's Group Life Insurance eligibility, premiums accrued during the months that IDT was not performed will be retroactively deducted in a lump sum from my next IDT paycheck.
4. I understand that Expiration of Obligated Service for the Montgomery GI Bill Selected Reserve is (date). If separated prior to that date, I may be required to repay Prorata benefits received under the Montgomery GI Bill Selected Reserve Program.
5. I acknowledge that if I do not perform a minimum of 90 percent IDT and annual training prior to my bonus anniversary date, payment will not be made until satisfactory participation is met per BUPERSINST 1001.39B. (Enlisted Naval Selected Reserve Bonus recipients only.)
6. I understand that IDT periods performed in advance will result in the same Selected Reserve obligation as if the IDT periods would have been performed on a normal four IDT periods per month per schedule. During this obligated period, I must remain in my current billet assignment. I further understand that I cannot perform advanced Prorated IDT's for service beyond my expiration of service, high year tenure, or any mandatory separation/transfer date as directed by higher authority. I remain eligible for recall through the end of the month for which I have performed IDT periods. Commander, Naval Reserve Force or designated authority, may release me from this obligation. I further understand that requests to change my obligation for my convenience may be delayed or disapproved."

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CHAPTER 7IDT REPORTING PROCEDURES

701. IDT Participation Reporting Procedures. Accurate documentation of IDT participation must be recorded for all unit personnel. The RSTARS IDT function contains all procedures to process IDT participation, including the submission of verified IDT participation information for electronic transmission and producing reports used for validation and record keeping purposes.

702. Responsibility. The unit CO or designated representative (E7 or above) will ensure IDT Participation Record Data is properly submitted. Appendix A, exhibit 5 of this instruction, describes procedures to complete the IDT Participation Record (NAVRES 1570/21). The Reserve activity CO is responsible for the following:

a. Ensure Full Time Support (FTS) personnel maintain all correspondence forms relating to IDT participation.

b. Ensure all IDT periods are scheduled into RSTARS (MP). Exceptions are PRIMUS and IMA personnel.

c. Submit IDT participation within 3 working days following the performance of the IDT periods.

d. Establish and maintain personal IDT folders for each Reservist.

e. Ensure RSTARS gains are completed within 5 working days upon receipt of the orders from recruiting.

f. Upon transfer or discharge, print an IDT history review and file in the personal IDT folder.

g. Take action on RSTARS (MP) and Defense Finance and Accounting Service (DFAS) reports as follows. See chapter 9 of this instruction for filing and maintenance requirements. All signatures must be executed by an E7 or above:

(1) RSTARS(MP) pending changes report: Verify and sign each page of the pending changes report prior to posting to the RSTARS(MP) database.

(2) RSTARS (MP) transmission report: Verify and sign each transmission report cover sheet. Each transaction failing the RHS/IMAPMIS edits will be annotated indicating the corrective action taken and date action was completed, (e.g., submitted Research Status Log (RSL) 4/22, canceled incorrect and submitted correct IDTs 4/22) .

(3) RSTARS(MP) Unadjudicated IDT report: Ensure this report is produced weekly. Sign verifying unadjudicated IDTs. If a predetermined IDT period on this report was scheduled to be performed more than 3 working days before, and documented IDT performance has not been received by the NRA, adjudicate the IDT period as unexcused. Refer to paragraph 609 in this Instruction for removal of unexcused absences if assigned in error.

(4) RSTARS (MP) mailbag messages: Attach all mailbag messages to the transmission report under which each was received. Recommend reprint additional copies of mail messages which require action (e.g., Loss Mail) .

(5) Naval Reserve Drill Pay (NRDP) Earning Statement Report: Verify, sign and annotate corrective action taken. Determine reason for nonpayment of IDTs and submit RSL input if necessary.

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(6) NRDP drill status report: Verify, sign and annotate corrective action taken. Determine reason for nonpayment of IDTs and submit RSL input if necessary.

(7) NRDP unit error report: Verify, sign and annotate corrective action taken. Determine reason for nonacceptance of RSTARS data by DFAS and submit RSL if necessary.

703. Misrepresentation/Negligence. All users of the RSTARS system (individual Reservists, unit COs, activity COs, mustering personnel, transaction personnel and FTS personnel) must be keenly aware that recording of IDT data reports IDT attendance and ultimately results in an obligation for pay and crediting of retirement points. Therefore, misrepresentation and/or negligence in executing these procedures is a serious matter.

704. Inactive Duty Training (IDT) Weekend Guidance. FTS personnel will prepare the unit/partial unit IPR prior to the IDT weekend. Known absences of unit members will be annotated in the comments section of the RSTARS (MP) system (e.g., RS IDTs, AT, ADSW). The mustering official will conduct the muster, annotating in black/blue black ink all personnel Absent (A) and all personnel Present (P). Include justification in the remarks section for all personnel marked absent. Any member marked absent without justification in the remarks column will be adjudicated as unexcused. The mustering official is not required to be an E7 or above. A "sight" muster is required. The unit CO or designated representative (E7 or above) will sign the IDT Participation Record validating that each member authorized IDT pay was present for at least 4 hours, or that ET periods, "AA"s or "U"S annotated in remarks column were approved. A sample IDT Participation Record is provided in appendix A, exhibit 5 of this instruction. The following steps provide guidance in recording unit IDT:

a. Prior to the IDT weekend, the FTS IDT recording petty officer will print the unit IDT Participation Record. For group IDTTs/additional IDTs, a partial unit IDT Participation Record may be prepared using the unit schedule change option.

b. Saturday morning of the IDT weekend, the FTS IDT recording petty officer will deliver the unit IDT Participation Record to the unit. Additionally, the following RSTARS reports may be provided: Additional IDT, AAs, ETS, RS/ET suspense, unit IDT summary and unexcused IDT report. The authorized mustering official will conduct a sight muster.

c. By the end of the IDT period(s)/weekend, the unit CO or designated representative (E7 or above) will adjudicate all changes to the IPR, sign and date it.

d. Sunday afternoon, the authorized mustering official will deliver the signed IPR to the NRA. When IDTs are performed away from the NRA, the use of a facsimile machine is authorized.

e. The following actions will be taken within 3 working days after the IDT weekend:

(1) The FTS Reserve pay clerk will record the IDT attendance data into RSTARS. Also, record any individual IDT schedule changes annotated on the unit IPR that occurred during the IDT weekend. Print the IDT verification report and individual IDT Participation Record generated as a result of IDT scheduling changes during the recording process. Deliver the IDT verification report, individual IDT Participation Record, and unit IPR to the NRA CO or designated representative (E7 and above) who will review and sign the individual IDT Participation Record and verification report, authorizing release of IDT data for transmission.

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(2) The IDT recording petty officer will then post/update the IDT data in RSTARS(MP) after the verification report is signed.

(3) The RSTARS coordinator will transmit daily at the preset time (NRFs should transmit daily when possible) and back up the RSTARS database after each transmission.

(4) The NRA CO or designated representative (E7 or above) will verify and sign all transmission reports. Annotate and date any and all action taken to correct errors reflected on the report. This is addressed in chapter 9 of this instruction entitled "Standard File Maintenance Requirements." These reports will be maintained and destroyed per the Privacy Act Program, SECNAVINST 5211.5D and Disposal of Navy and Marine Corps Records, SECNAVINST 5212.5C.

(5) The unadjudicated IDT report is mandatory and will be prepared to ensure all IDTs have been adjudicated. Commands are advised to print this report at the end of every week to ensure adjudication of any RS or ET drills performed during the week.

705. IDT Monitoring. IDT performance will be continuously monitored. Members who are unsatisfactory in IDT participation will be processed per BUPERSINST 1001.39B. The unit CO or designated representative (E7 or above) has final authority for adjudication of missed IDT periods. The NRA CO or designated representative (E7 or above) has ultimate responsibility for ensuring members do not exceed IDT limits.

706. Transfer Between Units. When a member transfers to another NRA, retain a copy of the IDT history review in the unit IDT accounting folder. The losing activity will provide a copy of the member's IDT history review, personnel event worksheet, and unadjudicated IDT report (if applicable). The personal IDT folder will be forwarded with the member's service and health record. Close accountability for IDTs scheduled and performed during the transfer process is required.

701. Unit IDT Recording. FTS personnel will use this module and the IDT Participation Record to record the IDT attendance for the unit.

708. Individual IDT Recording. This module allows the entry of IDT attendance on an individual basis for IDTs performed as RS, ET or unexcused absences. The individual completed form required for other than RS IDTs serves as the basis for individual IDT recording. Additionally, this form is used to input IDT performance for individuals TAD to your activity. RSTARS version 4.0 consolidated and cancelled the RS, ET and additional drill forms (NAVRES 1570/17). This form will be generated by RSTARS when you enter specific data. Ensure forms are prepared in a timely manner upon notification.

CAUTION: Care should be exercised with IDT data for individuals not in your database. There are no checks for Social Security Number (SSN) and the name must be entered correctly for the entry to be accepted.

709. Reserve Pay Timing. While data entered in RSTARS can be transmitted nightly to RHS, it will not be transmitted immediately to IMAPMIS or DFAS Cleveland. The following describes the pay process and illustrates the importance of timely, accurate IDT reporting:

a. IDTs date is recorded and transmitted to the RHS system via RSTARS (MP) on Sunday afternoon.

b. On Monday after 1400 Central Time, all IDT data processed by RHS is compiled and transmitted to NAVRESPERSCEN for upload to the IMAPMIS. All IDT data is transmitted to RHS prior to 1000 Central Time to allow for processing.

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c. RHS processes the received transactions. The processing requires from 1 to 3 days, especially during heavy transmission periods such as immediately before a scheduled IMAPMIS update and involves updating the RHS database and generating the appropriate data for IMAPMIS.

d. RHS sends a weekly updated tape to IMAPMIS.

e. IMAPMIS processes the received transactions received and sends IDT and personnel data to DFAS weekly. Additionally, IMAPMIS generates feedback to RHS .

710. IDT Periods Away From the Parent Unit. (Paragraph 608 of this instruction contains policy for TAD IDT [Administration.](#)) TAD IDT periods can be reported via any activity having access to RSTARS. When submitting IDT data on a Reservist attached to another NRA, forward a copy of the IDT verification report to the member's supporting NRA. RHS will provide this information to the parent activity to prevent assigning the member unexcused IDT periods. For SELRES performing TAD IDT at sites without RSTARS capabilities, verify IDT attendance data in writing and mail to the supporting NRA within 5 days of the last IDT period. The supporting NRA is responsible for the following:

a. Entering the IDT data in RSTARS (TAD IDT period will be recorded as ETs).

b. Providing the Reservist with an original set of TAD orders, a copy for the training activity (TAD site), an additional copy for each month of authorized TAD and envelopes (with the address of supporting NRA) for each month of authorized TAD.

c. Forwarding an advance copy of the TAD orders to the TAD site.

711. FY IDT Limitations. Each SELRES is required and authorized to perform a specified number of IDT periods during a FY. Regular IDT periods, unexcused absences, ETS and AAs accumulate toward the total FY IDT authorization. Members are limited to four paid ET IDT periods each FY. Additional IDT periods maybe authorized for certain units per chapter 8 of this instruction. IDTs may not be performed or rescheduled after the end of the FY. Refer to BUPERSINST 1001.39B, paragraph 1206 regarding issuing unexcused absences for IDT periods crossing FY boundaries.

712. Reporting of IDT Periods Over 12 Months Old. Report IDT periods over 12 months old via normal RSTARS transactions. Electronic submission is limited to 7 years from the date of performance.

713. "De facto" IDT Periods. Personnel in a pay status who have performed IDT before being notified that their assignment has been terminated or no longer under contract, will be considered in "de facto" active status and paid for those IDT periods.

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CHAPTER 8ADDITIONAL IDT PERIODS801. General

a. SECNAVINST 1001.33A establishes policy for authorizing and scheduling additional IDT periods. Additional IDT periods provide individuals and units additional training needed to achieve and maintain required mobilization readiness levels when 48 regular IDT periods are not enough to meet training objectives. Because of substantial costs, additional IDT periods must be supported by one of the following justifications:

(1) ATPs. To provide additional training as defined for unit's wartime mission. No member shall perform more than 12 ATPs per FY.

(2) AFTPs. To provide additional flight training, to achieve and maintain aircrew flying proficiency and sustain mobilization readiness. AFTPs cannot be used in addition to the ATPs in paragraph 801a(1) above. AFTPs will not exceed 48 AFTPs per FY for any aircrew member unless specifically authorized by SECNAV.

(3) RMP. To provide support for the day-to-day unit operations, administrative requirements, training preparation, support activities and maintenance functions. These training periods will be used only when sufficient FTS personnel are not available to accomplish these duties. RMPs may not be performed on the same day as regular, RS, ET, ATPs or AFTPs. Only one RMP may be performed in a calendar day. No member shall perform more than 24 RMPs per FY.

b. Schedule all additional IDT periods in advance. Scheduling can be accomplished via unit training schedules, flight schedules, additional IDT schedules, plan of the month, or verbally in short fuse situations. A description of training objectives must be documented. Record verbal authorization of additional IDT periods in the remarks section of the Individual IDT Participation Record (NAVRES 1570/22). Document attendance of additional IDT periods on the Inactive Duty Training (IDT) Participation Record (NAVRES 1570/22).

802. Additional IDT Administration. Limit additional IDT periods per this chapter for each category of additional IDT (ATP, AFTP, RMP). An Additional IDT Certification Report must be submitted to DFAS Cleveland annually or when it is required to adjust a member's pay account to allow payment of additional IDT's in excess of what is authorized in the NRDP system. Report symbol COMNAVRESFOR 7220-2 has been assigned to this requirement. Procedures for submission of additional IDTs are in the following paragraphs.

803. Expanded Compensation Pay Codes (ECPCs). The number of additional IDT periods authorized is identified by ECPCs appended to Reserve Billet Sequence Code (RBSC). The RBSC identifies the billet number and the number of IDT periods a member is authorized. It is broken down in two parts. The first four digits are simply a sequential number within an Active Unit Identification Code. The last character is the ECPC, which identifies how many IDT periods (regular and additional) a member is entitled to. The chart below shows ECPCs.

<u>Code*</u>	<u>Compensation (Pay) Authorization</u>
D	Nonpay
A	48 Pay IDT periods

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Code*

Compensation (Pay) Authorization

B	24 Pay IDT periods
C	36 Pay IDT periods
E	48 Pay IDT periods + 6 Additional Pay IDT periods
F	48 Pay IDT periods + 12 Additional Pay IDT periods
G	48 Pay IDT periods + 18 Additional Pay IDT periods
H	48 Pay IDT periods + 24 Additional Pay IDT periods
I	48 Pay IDT periods + 30 Additional Pay IDT periods
J	48 Pay IDT periods + 36 Additional Pay IDT periods
K	48 Pay IDT periods + 42 Additional Pay IDT periods
L	48 Pay IDT periods + 48 Additional Pay IDT periods
M	48 Pay IDT periods + 54 Additional Pay IDT periods
N	48 Pay IDT periods + 60 Additional Pay IDT periods
O	48 Pay IDT periods + 66 Additional Pay IDT periods
P	48 Pay IDT periods + 72 Additional Pay IDT periods
R	48 Pay IDT periods + 78 Additional Pay IDT periods
S	48 Pay IDT periods + 84 Additional Pay IDT periods
T	48 Pay IDT periods + 90 Additional Pay IDT periods
U	48 Pay IDT periods + 96 Additional Pay IDT periods
V	24 Pay IDT periods + 6 Additional Pay IDT periods
W	24 Pay IDT periods + 12 Additional Pay IDT periods
Y	24 Pay IDT periods + 18 Additional Pay IDT periods
Z	24 Pay IDT periods + 24 Additional Pay IDT periods
X	48 Pay IDT unit with additional IDT periods

* ECPCs must not be confused with TRC Codes.

804. Aviation Program Additional IDT Periods

a. Minimum duration of additional pay IDT periods will be 4 hours. IDT periods must be conducted aboard specifically authorized training activities only. Credit additional IDT periods within 3 working days after performance.

b. AFTP (aircrew IDT periods). Two AFTPs are authorized per day in which actual flight or required flight training (involving syllabus flights and crew qualification exercises conducted in an approved simulator, including tactical trainer), transition schools, Aircrew Coordination Training, Tactical Proficiency Course, swimming or physiology qualifications that require a minimum of 8 hours to complete. One AFTP per day is allowed for Naval Air Training and Operating Procedures Standardization (NATOPS) training/testing, classroom training, schools, other required flight-related ground training, and completing OPNAVINST 3710.7Q flight requirements.

c. ATP (nonaircrew IDT periods). Two ATPs are authorized per day for a minimum of 8 hours training in formal or informal On-the-Job Training (OJT) which contributes to unit or individual mobilization readiness as follows:

(1) Any schools/classes that enhance the member's mobilization readiness.

(2) Informal OJT such as aircraft maintenance training, phase maintenance training and administrative procedures training. This OJT is not to include administrative requirements associated with the mobilization billet such as preparing enlisted evaluations or FITREPS, or other general administrative duties. The training must be specific to mobilization billet or rate training.

d. Aviation program IDT periods. The number of AFTPs, ATPs and RMPs cannot exceed limits authorized in the table below:

9 FEB 1996ADDITIONAL IDTs AUTHORIZED FOR THE AVIATION PROGRAM

<u>TYPE UNIT</u>		<u>FLIGHT CREW READINESS</u>		<u>NONFLIGHT CREW</u>
		<u>OFFICER</u>	<u>ENLISTED</u>	<u>READINESS</u>
				<u>OFFICER AND ENLISTED</u>
VAQ (EA-6)	RESFORON	72 (note 1)	0	12 (note 1)
VAW (E-2)	RESFORON	72 (note 1)	0	12 (note 1)
VP (P-3)	RESFORON	72 (note 1)	72	12 (note 1)
VR (C-130)	RESFORON	72 (note 1)	72	12 (note 1)
VR (C-9)	RESFORON	72 (note 1)	72	12 (note 1)
VFC (F-5/ F/A-18)	RESFORON	72 (note 1)	0	12 (note 1)
VR (C-20)	RESFORON	72 (note 1)	72	12 (note 1)
HCS (HH-60)	RESFORON	72 (note 1)	48 (notes 2, 3)	12 (note 1)
HS (SH-3)	RESFORON	72 (note 1)	48 (notes 2, 3)	12 (note 1)
HSL (SH-2)	RESFORON	72 (note 1)	48 (notes 2, 3)	12 (note 1)
HM (MH-53)	RESFORON	72 (note 1)	48 (notes 2, 3)	12 (note 1)
CVWR	AUGMENTATION	72	0	0
TRAWING	AUGMENTATION	72	0	0
VF (F-14)	RESFORON	72 (notes 1, 4)	0	12 (note 1)
VFA (F/A-18)	RESFORON	72 (note 1)	0	
VRC (C-12)	AUGMENTATION	36	24	0
NR SECGRU				12 (note 5)
NR CV-67 474	AUGMENTATION	0	0	12

Note 1: In addition to the additional IDT periods authorized in the table above, the following key billets are authorized 24 RMPs for accomplishing unit administration, training preparation, support activities, and maintenance function: CO, XO Landing Signal Officer, NATOPS Officer, Safety Officer, Maintenance Officer, Administration Officer, YN/PN, and ground support personnel. COs must sign and forward individual certification letters directly to DFAS Cleveland (FM) at the beginning of each FY. Assignment letters must specify that the officers are performing functions of those specific key mobilization billets. RMPs are not authorized for CO or XO mobilization billets when the position is filled by an active duty member. In addition, members cannot be assigned to more than one billet.

Note 2: Flight engineers/crew chiefs/load masters/flight attendants may be authorized AFTPs commensurate with officer IDT periods by same type aircraft.

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COs will forward individual certification letters directly to DFAS Cleveland (FM) at the beginning of each FY indicating name, SSN, aircraft type, number of additional IDT periods and effective date.

Note 3: AFTP helicopter squadron aircrewman who maintain dual qualifications as Search and Rescue Swimmer (NEC 7815) or Helicopter Rescue Aircrewman (NEC 8215) are authorized 60 additional IDT periods. A certification letter signed by the CO must be forwarded directly to DFAS Cleveland (FM) at the beginning of each FY. This certification should show: Name, SSN, NEC, number of authorized additional IDT periods, and effective date.

Note 4: Intelligence officers assigned to VF TARPS-capable RESFORONs are authorized 36 additional IDT periods (12 ATPs and 24 RMPs). These IDT periods are intended to support the photo reconnaissance mission and training of aircrew. COs will forward individual certification letters directly to DFAS Cleveland (FM) at the beginning of each FY indicating name, SSN, aircraft type, number of additional IDT periods and effective date.

Note 5: NAVRESSECGRU CTI personnel are authorized ATPs for language proficiency training. COMNAVAIRESFOR (N2C) will forward a list of personnel authorized ATPs to DFAS Cleveland (FM) at the beginning of each FY.

805. Surface Program Additional IDT Periods

a. COMNAVSURFRESFOR will publish annually FY additional IDT authorization guidance listing program/units and the number of IDTs each unit is authorized. Only units authorized by COMNAVSURFRESFOR are permitted to use additional IDTs.

Note 1: Members assigned to NRF "Pri-Crews" may perform a maximum of 30 ATPs per FY, regardless of the ship transfer date to the NRF, if authorized by COMNAVSURFRESFOR in the annual additional IDT distribution message.

Note 2: Members enrolled in the NEDOC program may perform a maximum of 30 ATPs if authorized by COMNAVSURFRESFOR (N9) and included in the annual additional IDT distribution message.

b. Operational unit Cos and battalion commanders must coordinate and schedule additional IDT periods, in advance, using the RSTARS IDT participation record and the individual participation record forms. Include a description of training objectives.

ADDITIONAL IDT TABLE FOR THE SURFACE PROGRAM

	<u>OFFICERS</u>	<u>ENLISTED</u>
NRF SHIPS	30 (note 1)	30 (note 1)
NRF		
SQUADRON STAFFS	12	12
MCM GROUPS	12	12
MINE SEARCH SQUADRON/UNITS	12	12
SPECIAL BOAT SQUADRON/UNITS/ DETS	12	12
NR SEAL TEAM/SWIMMER VEHICLE DELIVERY TEAM	12	12
NR SPECWAR GROUPS/UNIT	12	12
EODMU	12	12

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EODMU DETS	12	12
NAVIUWGRU	12	12
MIUWU	12	12
MDSU DETS	12	12
NR FTG DETS/ATG DETS	12	12
SMCR UNITS (e.g., 4TH MAW, 4TH MARDIV, 4TH FSSG) (MEDICAL PERSONNEL ONLY)	0	12
NEDOC	30 (Note 2)	30 (Note 2)

c. Minimum duration of Additional IDT periods with pay is 4 hours. IDT periods must be conducted aboard specifically authorized training activities only (e.g., NRF ships, NAVRESCEN). Additional IDT periods will be recorded via RSTARS within 3 working days of the day they are performed.

806. Navy Cargo Handling/Naval Expeditionary Logistics support Force Program. Twelve RMPs are authorized for 76 officer and 97 enlisted personnel in NCHB who perform training preparation, support activities, maintenance functions, and equipment breakout. Twelve ATPs are authorized for 20 officers and 23 enlisted personnel of the Naval Expeditionary Logistics Support Force Staff to provide additional unit wartime mission training. Each REDCOM (N7) will forward a list of personnel authorized additional IDTs to DFAS Cleveland (FM), at the beginning of each FY, with copy to COMNAVSURFRESFOR (N52) (report symbol COMNAVRESFOR 7220-2 refers).

807. Fleet Training Center (FTC) Program. Twelve RMPs are authorized for personnel needed for training, planning and equipment maintenance.

<u>UNIT</u>	<u>OFFICER</u>	<u>ENLISTED</u>
NR FTC Norfolk	4	46
NR FTC Mayport	12	46
NR FTC San Diego	1	32

808. Ashore Mobile Contingency Communication Van Maintenance and Training. Twelve RMPs are authorized for personnel assigned to NR ABFC/Ashore Mobile Contingency Communication Headquarters (AMCC HQ) 106 (Reserve Unit Identification Code (RUIC): 82948), NR AMCC 8 SIG 806 (RUIC: 83437) and NR ABFC 1 LANT 1106 (RUIC: 83449). They perform additional IDT in support of AMCC van maintenance and training functions or prepare for AMCC van training.

809. Construction Battalion Program. Twelve RMPs are authorized for nine enlisted construction battalion maintenance personnel and detachment OIC performing breakout service and maintenance of field gear. COMRNCFS will collect, verify and forward a list of personnel authorized RMPs to DFAS Cleveland (FM), at the beginning of each FY, with copy to COMNAVSURFRESFOR (Nil) .

9 FEB 1990CHAPTER 9STANDARD FILE MAINTENANCE REQUIREMENTS

901. Personal IDT Folder. Each participating Reservist will have a personal IDT folder. The following documents will be maintained in this folder. Those items indicated with "*" are only required to be maintained for current and past 2 FYs. These reports will be maintained and destroyed per the Privacy Act Program, SECNAVINST 5211.5D and Navy and Marine Corps Records Disposal Manual, SECNAVINST 5212.5C.

a. File the History Review in the IDT folder within 30 days from the end of the anniversary date. Retain the Drill Muster Record (NAVPERS 1570/12) for 2 FYs.

b. Right side of folder:

(1) Copies of orders to current unit,

(2) Original Satisfactory Participation Requirements/Record of Unexcused Absences (NAVRES 1570/2).

(3) Copies of all Satisfactory Participation Requirements/Record of Unexcused Absences (NAVRES 1570/2) sent notifying the member of their unexcused IDT periods.

(4) *Copies of all correspondence relating to IDT participation.

(5) Copies of current DDS authorization.

(6) Copies of W-4 form.

(7) *Completed AT/ADT/ADSW orders with endorsements and pay vouchers.

(8) Current commissary card stub.

(9) State of Legal Residency (DD 2058).

(10) Copy of Notice of Basic Eligibility (NOBE).

(11) Individual Participation Records (IPR's) (ET/RS/ADD).

902. Disposition of Personal IDT Folder. The personal IDT folder is the Reservist's unit personnel record and will remain with their official records. The following procedures shall be followed:

a. Transfer Between Units. If the transfer is to a unit within the same NRA, the personal IDT folder will be filed with the gaining unit's folders. For transfer to a unit in a different geographic location, print two copies of the member's IDT History Review. File a copy on the right side of the Personal IDT Folder and fax the other copy to the gaining command. Mail IDT folder, service and health records to the gaining activity.

b. Discharge/transfer to NAVRESPERSCEN. Give the personal IDT folder to the member for retention. A certified copy of the IDT History Review will be forwarded in the service record.

c. Immediate Reenlistment. Immediate reenlistment in present assignment does not affect maintenance of the personal IDT folder.

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903. Unit IDT/Accounting Folder. FTS personnel will prepare and maintain a folder for each Reserve unit for the current and past 2 FYs. File the following documents in chronological order:

- a. All IPRs. This includes unit, and partial unit, IPR's.
- b. Copies of IDTT orders, if IDT periods are not recorded on a unit, partial unit, or individual IPRs.
- c. Copies of TAD orders, if IDT periods are not recorded on a unit, partial unit, or individual IPR.
- d. RSTARS IDT verification reports.
- e. Copies of correspondence relating to the administration of unit IDT records (e.g., "By direction" letters).
- f. All Drill Muster Record (NAVPERS 1570/12) copies and IDT History Review forms for personnel transferred or discharged.

904. Unit Pay Report Folder. FTS Personnel will establish and maintain a unit pay folder for the current and past 2 FYs. This folder will contain:

- a. Naval Reserve Drill Pay (NRDP) Earning Statement Reports. Provides a list of unit personnel who received a payment during the pay cycle (weekly).
- b. NRDP Drill Status Report. Provides a list of Reservists who have IDT(s) posted to their pay account which are disqualified for pay. This report is reviewed with the Unit Error Report to determine the reason(s) for nonpayment.
- c. NRDP Unit Error Report. Provides a list of RSTARS entries not accepted by DFAS.

Note: These reports are no longer mailed to the NRA(s), but downloaded from DFAS Cleveland into the RSTARS Mailbag.

905. Unit Pending Changes Folder. The Unit Pending Changes Report is established and maintained for each unit and shall contain signed Pending Changes Report(s) for the current and last 2 FYs.

Note: For smaller units, the unit pay reports folder and unit pending changes folder may be consolidated into one folder as applicable.

906. Transmissions Log. File chronologically by date, with cover sheet showing date of transmission. Reviewed, signed, dated, and annotated with the corrective action taken for any transactions failing RHS/IMAPMIS edits. These transactions will be reflected as "error record" in the log. Unit unadjudicated IDT report folder. Each unit will establish and maintain a unit unadjudicated reports folder for the current and past 2 FYs.

907. Ready Reserve Screening Questionnaire (NAVPERS 1001/3). Annual signature verification is authorized when no changes are required. Signatures and remarks may be put on the back of the current form until a revised form with appropriate signature blocks is distributed. Additionally, this form need not be filed in the pay record, but may be filed at a designated location at the discretion of the NRA CO as long as the forms are accessible during mobilization.

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908. Reports. Print RSTARS reports as follows:

- a. Additional IDT Report. To monitor additional IDT periods.
- b. Unadjudicated IDT Report. To ensure adjudication of all IDT(s) after IDT attendance data is posted. This report is printed at the end of every week to ensure adjudication of any RS or ET drills performed during the week has been completed.
- c. AAs. To monitor AAs.
- d. ET Report. To monitor ET.
- e. RS/ET Suspense Report. To monitor RS/ET IDTs.
- f. Unit IDT Summary Report. Print report upon receipt of NRDP Unit Pay Error Reports.
- g. Unexcused IDT Report. Print report after completing all IDT posting to ensure unsatisfactory participants are processed per current directives.
- h. IDT Detail Review Report. The IDT detail review provides specific IDT dates, the RUIC the member was attached to when IDTs were performed, number of drills performed on that date and the status of those drills, e.g., IDT submitted to RHS, IDT sent to DFAS, IDT paid. Also if an error occurs (e.g., IDT canceled), the report will provide a status.
- i. History Review Report. Print report within 30 days after each Reservist's anniversary date and maintain in the individual IDT folder.

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CHAPTER 10DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM (DEERS)

1001. DEERS. DEERS enrollment of SELRES personnel and their primary family members (spouse, children, stepchildren, adopted children, parents) is mandatory to ensure instant eligibility for benefits upon mobilization or recall. Family members of sponsors who were released from active duty after 1 October 1989 are automatically enrolled in DEERS provided the sponsor affiliates with the Naval Reserve within 2 years of release date. Upon affiliation, NRA or servicing Personnel Support Detachment (PERSUPPDET) ensure sponsor and family members status are updated in DEERS.

1002. Enrollment Procedures. DEERS enrollment of SELRES primary family members will be accomplished as follows:

- a. If NRAs are admin-supported by PERSUPPDET, then NRAs will provide dependency information on SELRES and their family members to PERSUPPDET to enter/update in DEERS via Realtime Automated personnel Identification System (RAPIDS) on-line terminal.
- b. If NRAs are not PERSUPPDET supported, then NRAs will preenroll/update the member and their families in DEERS via RAPIDS or floppy disc system.
- c. Do not send DD 1172A forms to DEERS office at Defense Manpower Data Center in Monterey. Forms will not be accepted.
- d. Regulations for DEERS enrollment/ID card issuance is per BUPERSINST 1750.10 and DoD Directive 1000.13.

1003. <u>Telephone Numbers</u>	<u>Commercial</u>	DSN
Navy Project Officer/BUPERS (Pers-334)	(703) 693-9947	223
Assistant Project Officer	(703) 693-9918	223
Assistant Branch Head	(703) 693-0586	223
Former Spouse Coordinator	(703) 693-9923	223
Tricare Family Member Dental Plan		
Illegitimate Children	(703) 693-9921	223
Incapacitated Dependent Coordinator	(703) 693-9920	223
Toll free	1-800-443-9297	
(Request Authority to issue ID Cards from BUPERS (Pers-334))		
Naval Reserve Project Officer	(504) 678-5067	678
DEERS Beneficiary Center	1-800-334-4162 (California only)	
	1-800-527-5602 (Alaska and Hawaii)	
	1-800-538-9522 (All other states)	
RAPIDS Assistance Center	1-800-3-RAPIDS	

25 APR 1997CHAPTER 11ENLISTED PERFORMANCE EVALUATION AND COUNSELING SYSTEM

1101. General. Prepare evaluations/FITREPS and conduct counseling for Reservists per BUPERSINST 1610.10.

1102. Control of Submission/Quality Control. Supporting NRAs must maintain a system for report control and set up a time line for submitting reports. Units will submit completed evaluations/FITREPS to supporting activities for quality control review and for submission to BUPERS prior to established deadlines.

a. Submit reports on construction battalion personnel assigned to Reserve Naval Mobile Construction Battalion (RNMCB) detachments to the supporting Reserve activity. The supporting NRA does the quality control review and submits the evaluations to BUPERS.

b. RESFORONS/NRF ships will maintain their own system to control report submission.

c. Echelon IV commands will maintain a system for report control on Reservists assigned to their respective staffs.

d. Date of last evaluation/FITREP is required in RSTARS.

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CHAPTER 12RATIONS-IN-KIND FOR ENLISTED PERSONNEL

1201. General. This chapter provides policy and procedures for issuing rations-in-kind to NAVRES enlisted personnel participating in multiple IDT periods.

1202. Policy. To provide rations to NAVRES enlisted personnel performing IDT and chapter 6 of this instruction. COs of NRAs are authorized to provide rations-in-kind to enlisted Reservists performing multiple IDT periods who meet the eligibility requirements below.

1203. Eligibility Requirements for Individual Meals. Rations-in-kind will be provided to Reserve enlisted personnel performing multiple IDT periods. Payment cannot be made to members for meals not consumed. Furthermore, repayment must be made by members for rations-in-kind consumed if the requirements are not met. A summary of eligibility requirements for rations-in-kind follows:

a. Breakfast. Satisfactorily performs at least two 4 hour IDT periods during the calendar day the breakfast meal is consumed, reside more than 50 miles from the drill site, and have occupied local quarters the previous night.

b. Lunch. Satisfactorily performs at least two 4 hour IDT periods on the day the lunch meal is consumed.

c. Dinner. Satisfactorily performs at least two 4 hour IDT periods the day following consumption of the evening meal, will occupy local quarters, and reside. more than 50 miles from the drill site.

1204. Procurement. Procedures for obtaining rations-in-kind for NAVRES enlisted personnel on multiple IDT periods are in COMNAVRESFOR P4000.1.

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CHAPTER 13INCAPACITATION BENEFITS FOR NAVAL RESERVISTS

1301. General. A brief summary of benefits to which incapacitated Reservists may be entitled is provided in this chapter for information purposes only. The basic directive that covers administration of disability and death benefits for Naval Reservists is SECNAVINST 1770.3A, "Disability Benefits for Navy and Marine Corps Reservists." Death benefits and procedures are provided in BUPERSINST 1770.3, "The Navy Casualty Assistance Calls Program (CACP) Manual" and MILPERSMAN article 4210100. In actual administration of specific cases follow these references.

1302. Disability Benefits

a. Status of Reservists

(1) Reservists on orders for 30 days or less who become incapacitated. Members on inactive duty IDT orders or on AD orders for 30 days or less may not have orders terminated due to incapacitation alone, but shall become entitled to incapacitation pay upon the end of their orders. Members participating on authorized IDT or serving under orders specifying a period of 30 days or less who are hospitalized shall, with the consent of the member, be placed in a patient status.

(2) Reservists on AD orders for a specified period of 31 days or more. Members on AD under orders for a period of 31 days or more, who are hospitalized shall, with the members consent, be continued on AD for the duration of the hospitalization or final disposition of the case. Members on orders for 31 days or more, who would otherwise be retained on orders due to an incapacitation, but who elect to leave AD, shall be entitled to incapacitation pay upon the end of the orders and medical treatment in an MTF.

b. Entitlement. A member of a Reserve component is entitled to medical and dental care, incapacitation pay, travel and transportation incident to medical and/or dental care if the member becomes physically disabled as the result of an injury, illness, or disease incurred or aggravated in the Line Of Duty (LOD).

(1) Members authorized incapacitation benefits are entitled to medical and dental treatment in an MTF for the incapacitation until qualified for return to full military duty, or the resulting incapacitation cannot be materially improved by further hospitalization or treatment.

(2) Members unable to perform full military duties due to incapacitation are entitled to full pay and allowances, less any civilian earned income.

(3) Members authorized incapacitation pay shall not be allowed to attend IDT periods or to acquire retirement points for IDT periods.

(4) Nothing shall be construed to prevent emergency medical treatment at an MTF of Reservists during any period of training duty. A Reservist reporting for emergency treatment at an MTF after termination of training duty, stating that the condition is related to an injury, illness or disease incurred during or aggravated by an earlier period of duty, shall be examined and provided necessary medical care. The circumstances surrounding the emergency condition will be resolved after the emergency has been stabilized. No treatment beyond that justified to stabilize the determined emergency is authorized until the service connection is validated.

c. The following matrix is provided as a quick reference to benefits which may be afforded to Reservists while performing various types of duty:

<u>STATUS/TYPE OF DUTY</u>	<u>NATURE</u>	<u>ENTITLEMENT UNDER 10 USC, Section 6148 and 1074a</u>
Traveling directly to/ from IDT	INJURY	Medical/Related Dental Treatment and Subsistence
	ILLNESS DISEASE	None
Performing IDT	INJURY	Medical/Related Dental Treatment, Pay and Allowances, and Subsistence
	ILLNESS DISEASE	Medical/Related Dental Treatment, Travel and Transportation
AT/ADT 30 days or less (Includes Constructive Travel Time)	INJURY	Medical/Related Dental Treatment, Incapacitation Pay, and Travel and Transportation
	ILLNESS DISEASE	Medical/Related Dental Treatment, Travel and Transportation
AD/ADT 31 days or more (Includes Authorized Travel Time)	INJURY	Medical/Related Dental Pay and Allowances, and Travel
	ILLNESS DISEASE	

d. Duration of Benefits

(1) Incapacitation pay shall be paid only during the period a member remains disabled or demonstrates a loss of earned income as a result of the disability. Review of this status shall be made every 6 months. Incapacitation pay shall continue as long as the conditions warranting the Incapacitation pay exist.

(2) Incapacitation for periods over 1 year. Incapacitation for periods of over 1 year, or permanently disabling conditions, should be processed for disability separation or retirement.

1303. Notice of Eligibility (NOE) for Disability Benefits. NOE is the basic document used by disbursing officers to substantiate entitlement for incapacitation pay. As such, it is basically a pay document. While issuance of NOES is under BUPERS cognizance, such authority has been delegated to COMNAVRESFOR (N006). Under no circumstance is issuing an NOE to be considered as constituting assignment to any type of training duty, nor is it to be considered as an extension of any such training duty. Further, receipt of incapacitation pay is not to be construed as compensation for the performance of military duties, nor is the member considered in an AD status.

1304. Veterans Administration (VA) Disability Benefits. In certain circumstances a disabled Reservist may be entitled to benefits under laws administered by the VA. Refer inquiries to the nearest VA office.

1305. Death Benefits. Death benefits to which a Naval Reservist's authorized survivors may be eligible, is dependent on the member's status and/or type of duty being performed at the time of death and the nature of the cause of death. In some cases, the benefit may be authorized if the death occurred later, as a result of an injury, illness, or disease that was contracted during authorized travel periods and/or performance of duty, even though the member was not in a duty status at the time of death.

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a. A brief summary of death benefits that may be authorized is provided below. BUPERSINST 1770.3 is the basic directive that covers administration of death benefits for Naval Reservists.

(1) Servicemen's Group Life Insurance or Veterans Group Life Insurance (if the member was enrolled in either program).

(2) Unpaid pay and allowances.

(3) Death gratuity.

(4) Annuities under Reserve Component Survivor Benefit Plan (if the member was eligible and/or enrolled) .

b. The VA makes available, in certain situations, various death benefits for surviving family members of deceased Naval Reservists, such as Dependents Indemnity Compensation, burial benefits, and dependent's educational assistance. Recommend that the deceased member's survivors be referred to the nearest VA for counseling.

1306. Investigations. The Manual of the Judge Advocate General (JAGMAN), JAGINST 5800.7C, requires that an investigation be conducted into the injury or death of a Reservist occurring during a period of AT/ADT or IDT (JAGMAN, section 0253D) . Each injury or disease requiring a LOD/misconduct determination must be the subject of a preliminary inquiry. However, upon completion of the preliminary inquiry, an investigation need not be convened when, in the opinion of the medical officer, with the COs concurrence, the injury or disease was incurred "in the line of duty" and "not as a result of the member's misconduct" and appropriate entries to this effect have been made in the member's health or dental record (JAGMAN, section 0230) . When health or dental record entries are made in lieu of convening an investigation, the following information should be forwarded to COMNAVRESFOR (N006) .

a. Medical documentation of the injury or illness (e.g., description, treatment and prognosis, the most recent Standard Forms 88, and 93, and Annual Certification (NAVMED 6120/3)). If the injury is dental related, forward a copy of the most recent dental examination.

b. Medical opinion as to whether the member is disabled from the performance of their military duties and the estimated duration of such disability.

c. Proof that the injury or illness happened while the member was performing Reserve training duties; normally a copy of the member's orders or the IDT schedule with a certification that the member was present at the IDT.

d. Proof that the injured/ill party was assigned duties consistent with their rating or designator, or in lieu thereof, a brief description of the member's assigned duties.

e. Submit required facts and opinions as per JAGMAN section 0253d.

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CHAPTER 14PAY AND ALLOWANCE s

1401. General. Refer to BUPERSINST 1001.39B/DoDPM/PAYPERSMAN/Title 37.

a. IDT Compensation. Inactive duty personnel are entitled to IDT compensation for the performance of IDT. They may also, under some conditions, be entitled to receive special and incentive pays or attraction and retention pays for the performance of IDT. A member of the SELRES who is not entitled to basic (AD) pay is entitled to compensation at the rate of 1/30th of the basic pay authorized for a member of a uniformed service of a corresponding grade entitled to basic pay for:

(1) Each period of regular instruction or duty at which the member participates for at least 4 hours.

(2) Each period of ET, not to exceed four periods of ET with pay per FY.

(3) An enlisted member may also be authorized rations when the instruction or duty periods total at least 8 hours in a calendar day.

b. Regular Military Compensation (RMC). Naval Reservists may also be eligible for RMC when on AD. The three main elements of RMC are:

(1) Base pay.

(2) Basic allowance for quarters (or quarters-in-kind) .

(3) Basic allowance for subsistence (or rations-in-kind).

c. Special Pay and Allowances. Naval Reservists may also receive other military compensation, whether pay or allowances, when authorized by Congress, depending on the nature of their duty assignment, their military specialty, where they are stationed, and the duration of their orders.

d. DDS. DDS has been established as the standard pay delivery system in the NAVRES. All SELRES must enroll at the earliest opportunity. Participation is mandatory, NAVPERS 1070/613's and exceptions for special cases in paragraphs 102c and 102d of this instruction respectively.

1402. Career Sea Pay (CSP) for Reservists

a. Policy. Naval Reservists on sea duty while performing AT, ADT or ADSW earn CSP per DoDPM and SECNAVINST 7220.77c.

b. Eligibility Criteria. Regulations concerning entitlement to Sea Pay are in the NAVSO P-468, DoDPM. Entitlement to CSP does not always exist at all times while serving in any type ship. Enlisted members can become entitled to CSP only while serving on a category A or B ship per MILPERSMAN article 2620100.

c. Rates payable. The monthly CSP rates are in DoDPM.

d. Administrative procedures. The following administrative procedures apply to Naval Reservists on inactive duty:

(1) Reservists require computation of sea duty for CSP purposes.

(2) A NAVPERS 1070/613, Administrative Remarks (Page 13) entry shall be made in each officer and enlisted member's service record to record sea

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duty time for CSP. The entry will reflect the starting, stopping, or idling of the members's counter per SECNAVINST 7220.77c. Activities where personnel normally experience a large number of brief sea duty periods, such as fleet training units, may make a quarterly summary entry of sea duty days credited each member.

(3) Enter cumulative sea duty in RSTARS upon initial computation and update as changes occur.

(4) Enter creditable sea duty on AT/ADT applications for imprinting on orders. These orders are source documents for disbursing officers in calculating and paying CSP.

1403. Special Pay and Allowances. Naval Reservists may also receive other military compensation, whether pay or allowances, when authorized by Congress, depending on the nature of their duty assignment, their military speciality, where they are stationed, and the duration of their orders.

a. Naval Reserve Fleet Pay. Reservists assigned to NRF Ships (specified in COMNAVSURFRESFOR annual message) are authorized an additional \$10 per IDT period up to 60 IDT periods per FY.

b. Diving Duty Pay. COMNAVSURFRESFORINST 7220.1B authorizes special pay (diving) when performing IDT for Naval Reservists assigned to duty involving diving. Orders to duty involving diving for Naval Reserve personnel are those issued by competent authority which specify that "Performance of Diving Duty is Authorized." Special pay equates to 1 day of special pay per IDT period. Eligibility for special pay for diving terminates upon detachment from an authorized Naval Reserve diving unit, transfer between authorized Naval Reserve diving units, removal from diving duty, or upon lapse of diver qualification.

c. Aviation Career Incentive Pay (ACIP). Entitlement to ACIP is determined per the DoDPM and NAVMILPERSCOMINST 7220.1. Specific procedures and limitations applicable for inactive duty officers are in BUPERSINST 1001.39B, chapter 14.

d. Special Pay (Medical). Doctors, dentists and certified registered nurse anesthetists may be authorized special pay when they meet certain qualifications specified in law and are ordered to active duty for more than 30 days. The point of contact for establishing professional service dates for these-officers-is BUPERS (Pers-912).

e. Special Pay (Other). Certain other Reservists (such as submariners, SEALS, etc.) are entitled to special pay when they meet certain qualifications specified by law and regulations. BUPERS (Pers-20) should be contacted concerning entitlement questions.

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CHAPTER 15PAY INQUIRIES AND DISCREPANCIES

1501. General. This section provides the RSTARS coordinator, IDT clerk and RSL operator with information useful in solving Reservists' inquiries regarding pay discrepancies. By reviewing the Earning Statement Report, NRDP Status Report, RSTARS transmission log and the NRDP Unit Error Report, RSTARS coordinators and IDT clerks should be able to determine what corrective action is required on their part or what action may be in process. RSL procedures have been established to assist in resolving pay discrepancies when the RSTARS coordinator or IDT clerk is unable to determine the proper corrective action.

1502. Officer Promotion Letters

To compute pay for IDT at the new rank, a copy of the officer promotion letter (NAVPERS 1421/7), indicating the effective date of rank, will be submitted to DFAS, Cleveland (FM) and BUPERS by the command holding the officer's record. Promotions are submitted as an RSTARS entry as "GRADE" only. Date of rank is entered by BUPERS.

b. To receive a pay increase because of a promotion, for a period of AT or ADT, a certified copy of the officer promotion letter and payment voucher (NAVCOMPT 2120) should be forwarded to the disbursing office that made the original payment. The orders will be returned to the officer upon liquidation.

1503. Inquiries Concerning IDT Pay. The Privacy Act of 1974 (PL 93-579) prohibits DFAS-Cleveland from releasing check information to anyone other than the Reservist or the Reserve unit.

1504. Mailing of IDT Paychecks. IDT payments are processed on a weekly basis with payments dated every Thursday. Example: October IDT performance and any other pay related data reaches DFAS-Cleveland by noon on Wednesday, the payment will be made on Thursday of the following week.

1505. Returned IDT Paychecks. If a Reservist's IDT paycheck is returned for postal reasons, all future check mailings will be suspended until a valid address is received. Upon receipt of a valid address, submitted via RSL, returned check(s) will be remailed and any back pay will be included in the next check.

1506. Change of Check Mailing/Correspondence Addresses. DFAS-Cleveland has the capability to maintain two addresses. The first is a check mailing address and the second is a correspondence address. The check mailing address will be used only for mailing of checks, while the correspondence address will be used for earning statements, W-2's and similar correspondence.

a. Use RSTARS to report home address changes to DFAS-Cleveland for Naval Reservists on IDT Orders. Use the Change of Address Notice (blue) NAVFINCEN 5110/7 (Rev. 11-84) or a letter to DFAS Cleveland (Code FMBA) only to change foreign addresses not currently supported by RSTARS. The following foreign addresses are currently supported by RSTARS and do not require submission of the NAVFINCEN 5110/7.

<u>COUNTRY CODE</u>	<u>LOCATION</u>
PR	Puerto Rico
GU	Guam
PW	Palau

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<u>COUNTRY CODE</u>	<u>LOCATION</u>
MP	Northern Mariana Islands
PS	Trust Territory of the Pacific Islands
AS	American Samoa
FM	Federated States of Micronesia
VI	Virgin Islands

b. The following information is provided for both paycheck recipients and members enrolled in DDS:

(1) Non-DDS participants: Correspondence and check mailing addresses are the same. Address is used to mail checks, earning statements, Form W-2 and correspondence. RSTARS home address change transaction will change both correspondence and check mailing address.

(2) DDS participants: Correspondence and check mailing addresses are different. Correspondence address is used to mail the earnings statement, Form W-2, and correspondence. Check mailing address is the financial institution's address. RSTARS home address change will only change the correspondence address. Use DDS Enrollment Form (SF-1199A) to enroll and change financial institution information.

c. Naval Reservists not on IDT orders and all others will submit the Change of Address Notice (blue) (NAVFINCEN 5110/7) to DFAS Cleveland (FM) . A supply of forms may be obtained from the same address. Addresses which show "c/o" (in care of) are not acceptable.

1507. Stop Payment Action For Lost, Stolen, Destroyed, or Missing Check. After the unit and the Reservist have verified that an IDT paycheck was either lost, destroyed or missing, the Reservist must write to DFAS Cleveland (FM) over their own signature to request that a stop payment action be initiated. The request must include the date and the net amount of the check. In addition, the Reservist must also furnish their SSN and current home address. Stop payment action cannot be taken without complete information. Follow-up correspondence concerning a check for which stop payment action has been requested must be directed to DFAS Cleveland (FM) . If a Reservist is issued a new check by DFAS Cleveland, and the original check is later found, the Reservist is obligated to return the original check to DFAS Cleveland (FM) . Under no circumstances should the original check be cashed.

1508. Withholding Tax for Naval Reserve IDT Pay. IDT pay is subject to withholding tax in the year that payment was made, not when the IDT periods were performed. RSTARS entries are required for reporting State and Federal Tax status changes to DFAS Cleveland. The original W-4 Form will be retained in the personal IDT folder.

1509. RSL. RSL is primarily a pay problem reporting, research, and tracking system. A pay problem is defined as, but not limited to, any occurrence that would cause a member not to receive IDT pay, bonus payments, or special pay. RSL gives echelon IV commands the ability to research RSTARS uploads/downloads and RTSS(TE), IMAPMIS and DFAS databases to resolve pay problems at the lowest level. Information on operation of RSL is in the COMNAVRESFOR RSL Users Guide.

a. Echelon V responsibilities: Echelon V activities will report all pay problems within 1 working day using a pay discrepancy RSL. Report only problems that cannot be resolved locally to supporting echelon IV activities for entry into RSL for tracking and research. Problems submitted to echelon IV activities must define the problem, discuss any research attempts and identify whether the problem is pay or nonpay. Echelon IV activities are required to log all RSLs submitted. Record name/rate/rank/SSN, date problem was discovered, date submitted to the echelon IV and type of problem.

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b. Echelon IV/V operational units responsibilities: NRF ships, MIUW, RNMCF units or other units not subordinate to a NAVRESREDCOM or other NRA, but subordinate to COMNAVSURFRESFOR, will report all pay problems to their supporting NAVRESREDCOM immediately upon discovery. If possible report problem by fax using the format in the RSL Users Guide.

c. Echelon IV responsibilities: Echelon IV activities will enter pay problems into the RSL system within 3 working days of receipt from the echelon V activity. Every effort should be made to resolve the reported problems through RSL research capabilities. Problems which cannot be corrected at this level within 3 working days, will be released to COMNAVRESFOR Reserve Pay Help Desk (N123A) for further research and ultimate resolution.

d. Feedback: Problem status and resolution will be provided through RSL to echelon IV activities and through the RSTARS Mail Bag to echelon V activities. Echelon IVs will provide weekly status updates to the echelon V on each RSL until problem is closed by COMNAVRESFOR Reserve Pay Help Desk. Immediately upon receipt of feedback from COMNAVRESFOR Reserve Pay Help Desk or the supporting echelon IV activity, the reporting command will initiate all required corrective action.

e. File Maintenance Requirements: M1 activities will keep hard copy files, including all feedback of unresolved (open) RSLs. This file should be reviewed by the Reserve Pay or Administrative Supervisor on a weekly basis. Additionally, activities will keep a historical file of resolved (closed) RSLs. This file will be maintained for the current and past 2 FYs.

f. RSL Adhoc Reports: The RSL system is capable of producing a variety of management and statistical reports. The most useful of which is the Cause Code Summary Report. This report allows echelon IV RSL managers to categorize problems by type. By producing this report on a quarterly, semiannual and annual basis, managers can determine problem trends and identify the primary causes. These reports will be used to identify areas that require assistance and/or training. Information on how these reports are produced is in the RSL Users Guide.

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CHAPTER 16

UNIFORMS

1601. General. U.S. Navy Uniform Regulations 1997 (NAVPERS 156651), prescribes uniform and grooming standards for all personnel authorized to wear the U.S. Navy uniform.

1602. Uniform Requirements. Uniform requirements for officers, chief petty officers, and enlisted personnel E6 and below are in COMNAVRESFOR P4000.1, section III.

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1701. General. The purpose of the enlisted classification program is to achieve the most effective use of available manpower. MILPERSMAN articles 1440100 through 1440280 and 6650100 provide basic information concerning enlisted classification program.

1702. Responsibilities. COMNAVRESFOR is responsible for providing classification program guidance throughout the Naval Reserve. COMNAVSURFRESFOR/COMNAVAIRESFOR are responsible for inspecting all areas of classification as part of their regular inspection cycles and providing technical assistance to their echelon IV commands.

a. Echelon IV commands (NAS, NAF, NAVAIREs, NAVRESREDCOMs) are responsible for assigning a qualified classifier who is an individual with an NEC of PN-2612 and designated in writing in the command's collateral duty notice to administer the enlisted classification program. The classifier will :

(1) Implement and inspect the enlisted classification program for all assigned personnel, active and inactive, in their command including operational support units.

(2) Provide technical guidance to their cognizant NRA Classifiers/ classification coordinators.

(3) Review service records, submit and monitor NEC requests for staff personnel, and operational support units.

(4) Monitor progress of and counsel, if applicable, any Naval Reserve member assigned or under their administrative control who are enlisted/affiliated in a temporary paygrade; APG, NAVET, OSVET, CB(VET) , RESCORE-Rt or who are placed in an "in-service training/direct conversion" status.

(5) Monitor RAMP veteran program, if applicable, to ensure attainment of NEC upon completion of training for staff personnel and operational support units.

(6) If RESCORE-R applicants are attached to your immediate command, ensure they have a minimum of 4 years obligated service at time of initial enlistment/affiliation.

(7) Ensure completion and collection of DOT Skills Questionnaire (NAVRES 1220/4) upon initial affiliation or enlistment, reenlistment and annually updated for drilling personnel attached to their command. Enter civilian skill information into RSTARS.

(8) Administer other aspects of the classification program including: Submission of request for retests, administer retests, entry of authorized NECs, assignment and service record entry of DG NECs for nondesignated personnel, and entry of ASVAB test scores on Enlisted Qualifications History (NAVPERS 1070/604). Destruction of classification material per SECNAVINST 5212.5 and MILPERSMAN article 6650150.

b. Echelon V commands (surface NRAs, RESFORONs and NAVAIRESCENs) are responsible for:

(1) Assigning the collateral duty of and designating a staff member as the classification coordinator.

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(2) The classification coordinator will:

(a) Implement enlisted classification program for assigned units including operational support units.

(b) Maintain close liaison with and inform parent echelon IV classifier concerning all classification matters under your purview.

(c) Ensure assigned Reservists complete DOT Skills (NAVRES 1220/4) upon initial enlistment, reenlistment, affiliation and update annually. Responsible for civilian skills information entry into the Naval Reserve database RSTARS. Also maintain NAVRES 1220/4 in classification files.

(d) Ensure Restore-R applicants have a minimum of 4 years obligated service at time of initial enlistment interview (this interview is part of enlistment package).

(e) Monitor progress of individuals possessing conversion NECs using NRPC 1080-1408 report from IMAPMIS.

(f) Request NECs as follows:

1. Ensure conversion NECs are requested on personnel who enlisted under the Restore-R program and CB(VET) program.

2. NECs will be requested from NAVRESPERSCEN (Code 22) via the appropriate echelon IV command and any applicable program sponsors (e.g., BUMED, SECGRU) using Inactive Navy Enlisted Classification Code Change Recommendation (NAVPERS 1221/1). The request may be signed by direction and will also be signed by the classifier/classification coordinator.

3. Service records will be reviewed upon affiliation or as soon as it is received from NAVRESPERSCEN by the classifier/classification coordinator. Review record to ensure that NECs member obtained while on Active Duty and are required by billet or unit collateral assignment are requested upon assignment. Requests for NECs are required to have appropriate justification (e.g., DD 214N, NAVPERS 1070/604 or other substantiating documentation).

4. Ensure NEC sequence codes have been considered when assigning NECs. Sequence codes listed in Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F, volume II).

5. Ensure the individual is in the proper source rate/rating for the requested NEC.

6. Maintain copies of NEC requests and approvals in your files to keep track of status.

7. Liaison with training department concerning SELRES who are or have attended any school, OJT projects or correspondence courses that authorize/award an NEC upon completion.

8. Assign DG NECs to all nondesignated (SN/AN/FN) personnel.

9. Enter or ensure service record holder enters all authorized and assigned NECs on NAVPERS 1070/604 per MILPERSMAN article 1440180 and NAVPERS 18068F, volume II.

10. Ensure DG NECs are removed and appropriate rating NECs are added to NAVPERS 1070/604 when nondesignated member is authorized/awarded striker identification or advanced to a designated rate,

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(g) Monitor progress of and provide counseling to Naval Reservists who enlisted within the provisions of the APG, OSVET, RESCORE-R or NAVET enlistment incentive programs. Accomplish this by using tickler files to track record of counseling, rating requirement progress and advancement requirement progress. Tickler files may be kept on index cards or Automatic Data Processing equipment.

(h) Provide monitoring and counseling guidance to Seabee unit career counselor who will monitor progress of CB(VET) completing "A" school equivalency and advancement requirements.

(i) Monitor RAMP veteran program, if applicable, to ensure attainment of NEC upon completion of training.

(1) Ensure every service record has ASVAB test recorded on either NAVPERS 1070/604, section II or previously issued NAVPERS 1070/603. NAVPERS 1070/604 will be signed by enlisted classifier only.

1703. Counseling. Provide counseling as follows:

a. For APG, NAVET, enlistment incentive program and OSVET personnel, counseling is recommended at the 6 month enlistment anniversary date, but is also required at the 18th and 30th month anniversary of enlistment.

b. For RESCORE-R and "in service training" personnel provide counseling at 6th and 12th month anniversary of enlistment.

c. For CB(VET) personnel. Unit CO's/OIC's will ensure counseling by the unit career counselor on a 6 month basis, reporting progress to their battalion with a copy to the NRA classifier/classification coordinator.

d. During counseling sessions, inform the member of their progress toward completion of rating requirements.

e. Document all counseling sessions with a NAVPERS 1070/613. If the member fails to show for counseling session or is unavailable at the scheduled time, notify the member by certified mail of their requirements that remain to be completed.

f. Personnel not completing requirements, for any program, in the prescribed time will revert to their permanent rating on the day following the expiration date. If NRA CO desires to transfer the member to a local vacant billet in the member's permanent rate, request will be sent to COMNAVRESFOR (N113) via the chain of command including COMNAVSURFRESFOR (N11) or COMNAVAIRESFOR (N12) as applicable, or these personnel will be transferred to the IRR.

g. Granting extensions of time to meet contractual requirements for the program in which the member enlisted is not the norm. If there are extenuating circumstances beyond member's control, extensions may be requested before the expiration date from COMNAVSURFRESFOR (N11) or COMNAVAIRESFOR (N12) as applicable, via the chain of command.

h. APG, RESCORE-R and NAVET members may request reversion to their permanent rating due to personal circumstances before the allotted time expires by forwarding a request to COMNAVRESFOR (N113) via the appropriate chain of command. NOTE: This action will result in termination from their billet and may result in the transfer to the IRR.

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i. APG members who, through no fault of their own, are no longer eligible for their temporary rating will be reverted to their permanent rate (SN/AN/FN) and may be transferred to a vacant billet, if available, requiring a nondesignated member.

j. Nonprior service APG personnel are required to complete APG indoctrination as their initial AT within 12 months of enlistment. Waivers will be granted per BUPERSINST 1001.39B. Prior service personnel are not required to attend APG indoctrination.

1704. Basic Reserve Intelligence Training (BRIT) Program. Nondesignated personnel desiring to strike for IS must be interviewed by a classifier. The classification interview appraisal worksheet will be included as an enclosure when submitting an in-training status request to enroll in the program. Submit change-of-rate requests to BUPERS (Pers-932), via the chain of command. Upon approval from BUPERS (Pers-932) assign members the DG NEC 9720 via RSTARS and make appropriate service record entries.

1705. Reporting of Civilian Skills Information. NRAs will ensure that civilian skills information (e.g., four digit job skill codes and 1000 character job description) is completed and entered in Naval Reserve database via RHS/RTSS or RSTARS on every SELRES member.

a. Naval Reserve unit COs will collect the required skills information on both officers and enlisted using NAVRES 1220/4. After collection, the completed form will be forwarded to the NRA classifier/classification coordinator for RSTARS entry of EDUC, SCHST, skill codes and job description into RSTARS. After Naval Reserve database entry, NAVRES 1220/4 will be maintained in a separate file for annual update.

b. Civilian skills information will be collected at the following times.

(1) Upon initial affiliation, enlistment or reenlistment.

(2) Updated annually, during AT/ADT processing.

c. Instructions for completing the NAVRES 1220/4 is on the reverse side of the form.

d. Amplifying instructions for completing block 6G (job description) follows:

(1) In the first line, enter up to 12 skill codes (four digit) which apply to the member's expertise. Each code shall be separated by a comma. Skill codes are listed below.

(2) If no applicable skill code can be identified, enter the code "8600", (Miscellaneous) and contact COMNAVRESFOR (N121) at commercial (504) 678-5067 or DSN 678-5067. The remaining lines will contain the member's job description in a free text format and amplify each of the skill codes listed in the first line. Ensure the following information is included:

(a) Special equipment (e.g., forklift, personal computer, lathe, radiography machine);

(b) job function (e.g., design, analyze, teach/instruct, installation, management, administration, planning);

(c) special procedures (e.g., diagnosing circuitry, producing/editing videos);

(d) computer literacy (e.g., word processing, spreadsheets, data entry); and

(e) foreign language skills (e.g., speech, and writing/reading comprehension) .

Note: Be as specific as possible and do not use abbreviations. All words must be completely spelled out to facilitate a word search on the data field.

DOT Skill Codes (NAVRES form 1220/4 (Rev 10-94))

<u>Code</u>	<u>Subject</u>	<u>Code</u>	<u>Subject</u>
1000	Accounting	1020	Acoustics
1040	Acquisition	1060	Actuary
1080	Administration	1100	Advertising
1120	Air Traffic Control	1140	Administrative Fuels
1160	Analyst	1180	Antennas
1200	Anthropology	1220	Appraiser
1240	Architect	1260	Archivist
1280	Artificial Intelligence	1300	Artist
1320	Asbestos Abatement	1340	Astronomy
1360	Audiovisual	1380	Audiology
1400	Auditor	1420	Automatic Test Equipment
1440	Automotive	1460	Aviation Services
1480	Banking	1500	Battle Management
1520	Biochemistry	1540	Biology
1560	Bookkeeping	1580	Buyer
1600	Computer Aided Design	1620	Carpenter
1640	Cartography	1660	Chemical/Biological Defense
1680	Chemistry	1700	Chiropractor
1720	Clergy	1740	Combat Systems
1760	Command and Control	1780	Communications (Cellular)
1800	Communications (Covert)	1820	Communications (Data)
1840	Communications (Optical)	1860	Communications (Satellite)
1880	Communications (Spread-spectrum)	1900	Community Affairs
1920	Computer Programmer	1940	Construction
1960	Control and Guidance	1980	Corrections Officer
2000	Corrosion Control	2020	Cost Estimating

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Code	<u>Subject</u>	Code	<u>Subject</u>
2040	Counseling	2060	Counter Narcotics
2080	Crane Operator	2100	Cryptology
2120	Customer Relations	2140	Data Fusion
2160	Data Processing	2180	Database Management
2200	Decision Aids	2220	Demolition
2240	Dental Hygiene	2260	Dental Laboratory Technician
2280	Dentist (Endodontics)	2300	Dentist (General)
2320	Dentist (Oral Surgery)	2340	Dentist (Orthodontics)
2360	Dentist (Pediatric)	2380	Dentist (Periodontics)
2400	Dentist (Prosthodontics)	2420	Desktop Publishing
2440	Diesels	2460	Dietitian
2480	Digital Signal Processing	2500	Display Systems
2520	Distributed Simulation	2540	Distributed Systems
2560	Diving	2580	Diving Physiology
2600	Dosimetry	2620	Drafting
2640	Electronic Counter Measures/Electronic Counter/Countermeasures	2660	Ecology
2680	Economics	2700	Editor
2720	Electrician	2740	Electromagnetic Propagation
2760	Electronic Warfare	2780	Electronics
2800	Emergency Medical Technician	2820	Emergency Preparedness
2840	Electromagnetic Interference/Electromagnetic Compatibility/Radio Frequency Interference	2860	Employee Relations
2880	Energy Conservation	2900	Engineer (Aerospace)
2920	Engineer (Agriculture)	2940	Engineer (Biomedical)
2960	Engineer (Ceramic)	2980	Engineer (Chemical)
3000	Engineer (Civil)	3020	Engineer (Communications)
3040	Engineer (Control Systems)	3060	Engineer (Electrical)
3080	Engineer (Environmental)	3100	Engineer (Facilities)

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3120	Engineer (General)	3140	Engineer (Industrial)
3160	Engineer (Maintenance)	3180	Engineer (Marine)
<u>Code</u>	<u>Subject</u>	<u>Code</u>	<u>Subject</u>
3200	Engineer (Mechanical)	3220	Engineer (Nuclear)
3240	Engineer (Ocean)	3260	Engineer (Petroleum)
3280	Engineer (Software)	3300	Engineer (Systems)
3320	Environmental Audits/ Assessments	3340	Environmental Monitoring and Remote Sensing
3360	Environmental Remediation	3380	Expert Systems
3400	Explosives	3420	Failure Analysis
3440	Farming	3460	Fiber Optics
3480	Film/TV/Video Production	3500	Finance
3520	Fire Fighting	3540	Fish and Wildlife Sciences
3560	Flight Engineer	3580	Fluid Mechanics
3600	Food Preparation	3620	Foreign Technology
3640	Forestry	3660	Fuels
3680	Gas Turbines	3700	Geology
3720	Government Affairs	3740	Graphic Art
3760	Hazardous Material Control	3780	Hazardous Material Disposal
3800	Health Care Administration	3820	Health Physics
3840	Heat Transfer	3860	Heating Ventilation and Air Conditioning
3880	History	3900	Hospital Administration
3920	Human Factors	3940	Human Resources Administra- tion
3960	Hydraulics	3980	International Friend or Foe
4000	Imaging Systems	4020	Industrial Arts
4040	Industrial Hygiene	4060	Information Resources Manage- ment
4080	Infrared Technology	4100	Insurance
4120	Integrated Electronics	4140	Intelligence
4160	Interior Design	4180	Interpreter
4200	Investigator/Adjuster	4220	Irrigation

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4240	Journalism	4260	Judge
4280	Labor Relations	4300	Landscape Architecture
4320	Laser Technology	4340	Law Enforcement
<u>Code</u>	<u>Subject</u>	<u>Code</u>	<u>Subject</u>
4360	Lawyer (Administrative)	4380	Lawyer (Admiralty)
4400	Lawyer (Antitrust)	4420	Lawyer (Aviation and Space)
4440	Lawyer (Banking)	4460	Lawyer (Bankruptcy)
4480	Lawyer (Civil Rights)	4500	Lawyer (Communications)
4520	Lawyer (Criminal)	4540	Lawyer (Family)
4560	Lawyer (Health and Hospital)	4580	Lawyer (Immigration and Naturalization)
4600	Lawyer (Insurance)	4620	Lawyer (International)
4640	Lawyer (Labor and Employment)	4660	Lawyer (Medical Malpractice)
4680	Lawyer (Patent, Trademark and Copyright)	4700	Lawyer (Real Estate)
4720	Lawyer (Taxation)	4740	Lawyer (Transportation)
4760	Lawyer (Wills and Trusts)	4780	Lawyer (Workers Compensation)
4800	Librarian	4820	Linguistics
4840	Local Area Networks	4860	Locksmith
4880	Logistics	4900	Low Observable Technology
4920	Machinist	4940	Mail Carrier
4960	Manufacturing	4980	Marine Navigation
5000	Marketing	5020	Mate (Ship)
5040	Material Science	5060	Mathematics
5080	Mechanic	5100	Medical Laboratory Technician
5120	Mental Health	5140	Metallurgy
5160	Meteorology	5180	Microbiology
5200	Microprocessors	5220	Mine Warfare
5240	Mineralogy	5260	Ministry
5280	Missile Systems	5300	Mission Planning
5320	Mortician	5340	Music

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5360	Naval Architecture	5380	Naval Propulsion Plants
5400	Navigation Systems	5420	Networks
5440	Neural Networks	5460	Noise Abatement
5480	Nuclear Plant Operations	5500	Nurse (Licensed Practical)
5520	Nurse (Registered)	5540	Nurse (Surgical)
<u>Code</u>	<u>Subject</u>	<u>Code</u>	<u>Subject</u>
5560	Nursing Home Administration	5580	Nutritionist
5600	Occupational Health	5620	Occupational Therapy
5640	Oceanography	5660	Oil Spill Prevention/Cleanup
5680	Open Source Processing	5700	Operations Research
5720	Optics	5740	optometry
5760	Ordinance	5780	OSHA Regulations
5800	Painter	5820	Pest Control
5840	Petroleum Storage and Distribution	5860	Pharmacy
5880	Pharmacology	5900	Photography
5920	Physical Geography	5940	Physical Therapy
5960	Physician's Assistant	5980	Physician (Allergy and Immunology)
6000	Physician (Cardiovascular Diseases)	6020	Physician (Colon and Rectal Surgery)
6040	Physician (Dermatology)	6060	Physician (Emergency Medicine)
6080	Physician (Endocrinology)	6100	Physician (Family Practice)
6120	Physician (Gastroenterology)	6140	Physician (General Surgery)
6160	Physician (Geriatric)	6180	Physician (Hand Surgery)
6200	Physician (Hematology)	6220	Physician (Infectious Diseases)
6240	Physician (Internal Medicine)	6260	Physician (Nephrology)
6280	Physician (Neurological Surgery)	6300	Physician (Neurology)
6320	Physician (Nuclear Medicine)	6340	Physician (Obstetrics and Gynecology)

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6360	Physician (Occupational Medicine)	6380	Physician (Oncology)
6400	Physician (Ophthalmology)	6420	Physician (Orthopedic Surgery)
6440	Physician (Osteopathic)	6460	Physician (Otolaryngology)
6480	Physician (Pathology)	6500	Physician (Psychiatry)
6520	Physician (Pediatrics)	6540	Physician (Plastic Surgery)
6560	Physician (Podiatric)	6580	Physician (Psychiatry)

<u>Code</u>	<u>Subject</u>	<u>Code</u>	<u>Subject</u>
6600	Physician (Pulmonary Dis-	6620	Physician (Radiology)
6640	Physician (Reproductive	6660	Physician (Rheumatology)
6680	Physician (Thoracic Sur-	6700	Physician (Urology)
	gery)		
6720	Physician (Vascular Sur-	6740	Physics
	gery)		
6760	Physiology	6780	Pilot (Commercial Airline)
6800	Pilot (Ship)	6820	planning (Community, Urban, and Site)
6840	Plastics	6860	Plumber
6880	Pneumatics	6900	Police Officer
6920	Political Science	6940	Pollution
6960	Port Operation	6980	Postal Service
7000	Power Generation Trans-	7020	Printing
	mission)		
7040	Production and Process	7060	Project Management
	Control		
7080	Psychology	7100	Public Administration
7120	Public Affairs	7140	Public Health
7160	Public Relations	7180	Public Works
7200	Publishing	7220	Purchasing
7240	Quality Control	7260	Radar
7280	Railroad	7300	Reactor Operator
7320	Real Estate	7340	Real Time Systems
7360	Recreation	7380	Recruiter

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7400	Recycling	7420	Regulatory Analysis
7440	Rehabilitation	7460	Reliability
7480	Remote Sensing	7500	Reporter/Correspondent
7520	Researcher	7540	Respiratory Therapy
7560	Risk Assessment	7580	Robotics and Autonomous systems
7600	Rubber	7620	Safety
7640	Sales	7660	Secretary
7680	Secure Networks	7700	Secure Workstations
7720	Security	7740	Sensors

Code	<u>Subject</u>	Code	<u>Subject</u>
7760	Sheet Metal	7780	Ship Construction
7800	Ship Repair	7820	Shipping (Merchant)
7840	Signal Processing	7860	Simulation and Modeling
7880	Sociology	7900	Soil Science
7920	Solar Energy	7940	Solid Waste Management
7960	Sonar	7980	Speech Writing
8000	Statistics	8020	Stock Broker
8040	Student	8060	surveillance
8080	Surveyor	8100	Tax Preparation
8120	Teacher (Elementary School)	8140	Teacher (Preschool)
8160	Teacher (Secondary school)	8180	Teacher (University or College)
8200	Technical Writing	8220	Telecommunications
8240	Teleconferencing	8260	Television
8280	Tempest	8300	Toxicology
8320	Total Quality Management	8340	Training Systems
8360	Transportation	8380	Travel
8400	Unmanned Airborne Vehicles	8420	Utilities
8440	Veterinarian	8460	Virtual Reality
8480	Waste Management	8500	Water Treatment

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8520 Weapon Systems

8540 Welding

8560 Writer

8580 zoology

8600 Miscellaneous

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APPENDIX A

List of Exhibits

<u>Exhibit Number</u>	<u>Title</u>
1	Sample Reaffiliation Waiver
2	SELRES Enlisted Vacancy/Anticipated Loss Report
3	Sample Format for Mobilization/Overgrade Assignment Waiver Request
4	Sample Satisfactory Participation Requirements/ Record of Unexcused Absence (NAVRES 1570/2 (Rev. 7-92))
5	Sample Inactive Duty Training (IDT) Participation Record (NAVRES 1570/21 (Rev. 5-3))
6	Sample Request to Participate in E4 Navy-Wide Advancement Exam
7	SELRES ORAMOS Categories List by Designator- Paygrade
8	SELRES ORAMOS Seriously Undermanned Navy Designator Officer Billet Classification (NOBC) Codes
9	Request for SELRES Accession Authority Format
10	Acknowledgment of Status of Forces Agreement

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Exhibit 1

Sample Reaffiliation Waiver

Note: Waiver requests should be submitted with information contained in the following sample.

From: Recruiter-In-Charge
To: Commander, Naval Reserve Force (Nil)
Via: (1) (Naval Reserve Activity Billet Holder)
(2) Commander, Naval Air Reserve Force (N12)/Commander, Naval Surface Reserve Force (Nil)

Subj : REAFFILIATION WAIVER

Ref: (a) COMNAVRESFORINST 1001.5C

Encl : (1) Copy of Application and Orders to a Naval Reserve Unit (completed to approving endorsement)
(2) Member's statement
(3) Copy of Critical Occupational Skills Questionnaire/Naval Reserve Qualification Questionnaire for Inactive Duty Personnel (NRPC 1200/1)
(4) Copy DD Form 214
(5) Copy of NAVPERS 1070/615

1. Request authority to reaffiliate the below named individual:

- a. Name :
- b. Social Security Number:
- c. Rate/Rank/Designator:
- d. Primary Navy Enlisted Classification code/Navy Officer Billet Classification code:
- e. Secondary Navy Enlisted Classification code/Navy Officer Billet Classification code:
- f. Date last terminated from inactive duty training status:

2. Per reference (a), enclosures (1) through () are provided.

(Recruiter-In-Charge's Signature)

copy to:
NAVRESCUITCOM DET _____

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Exhibit 2

SELRES Enlisted Vacancy/Anticipated Loss Report

From: Commanding Officer/Officer in Charge

To:

Subj : ENLISTED VACANCY/ANTICIPATED LOSS REPORT (COMNAVRESFOR 1910-1)

Ref: (a) COMNAVRESFORINST 1001.5C

1. The following mobilization requirements are expected to become available during the month(s) indicated as a result of losing the incumbents. Remaining is requested, not to exceed a 1 month overlap:

MOB REQUIREMENT/A RATE

MONTH OF VACANCY

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Exhibit 3

Sample Format for Mobilization/Overgrade Assignment Waiver Request

From: Commanding Officer, (for current members of unit) or Commanding Officer, Naval Air Station/Naval Air Reserve/Reserve Center (for new affiliation)

To: Commander, Naval Air Reserve Force or Commander, Naval Surface Reserve Force (Nil for enlisted) (N12 for officers) (as appropriate)

Via: (1) Commanding Officer, Naval Reserve Center, Reserve Force Squadron, Naval Air Station (as applicable)
 (2) Immediate Senior in Command, (e.g., Readiness Commander/Wing Commander)
 (3) Active Duty Gaining Command

Subj : (TYPE) WAIVER FOR MOBILIZATION ASSIGNMENT OF (FWTE/NAME/SOCIAL SECURITY NUMBER) TO UNIT TITLE AND LOCATION

Ref: (a) COMNAVRESFORINST 1001.5C

Encl: (1) (Unit Title) RSTARS RUAD

1. Per reference (a), please review the qualification of subject member for assignment to Reserve Billet Sequence Code:

2. Unit manning data:

a. Enclosure (1) lists officer/enlisted allowance and manning by mobilization requirement.

Allowance;	Officer _____	Enlisted _____
On Board:	Officer _____	Enlisted _____

Date

b. Number of enlisted in this unit currently serving under waiver:

c. Date of rate: _____ Pay Entry Base Date: _____

d. Waivers previously granted this member:

<u>Type</u>	<u>Date</u>
(Reserve Functional Area Sex code)/ (Navy Enlisted Classification code)	(Approving authority's letter)

e. Date of birth: _____

f. Physical Readiness Results:

WITHIN STANDARDS/NOT WITHIN STANDARDS/MEDICALLY WAIVED

g. Date last satisfactorily completed physical fitness testing: _____

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3. Justification: Explanation of need and description of qualifications.

/s/ Unit or Activity Commanding Officer

Note: Each member being considered for a waiver will be submitted via separate correspondence.

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Exhibit 4

**SATISFACTORY PARTICIPATION REQUIREMENTS/
RECORD OF UNEXCUSED ABSENCES**

COMNAVRESFORINST 1001.5C

1. Requirements for Satisfactory Participation for Naval Reservists:
 - a. Must attend 40 of 48 scheduled Inactive Duty Training (IDT) periods including IDT travel away from your permanent IDT site. Percentage of attendance is based on a progressive 12 month period.
 - b. Perform a minimum of 12 days Annual Training (AT) within each fiscal year.
 - c. Must report for scheduled physical examination.
 - d. Responsible for the receipt/response to all official correspondence.
 - e. You must keep your unit Commanding Officer informed of the following:
 - (1) Current address and work/home telephone number
 - (2) Changes in physical status
 - (3) Dependency changes
 - (4) Current employment status
 - (5) Other factors which could jeopardize mobilization potential
2. Requirements for Excuse of Missed IDT periods:
 - a. Request must be made to the unit Commanding Officer prior to the end of the missed scheduled IDT period/IDT weekend.
 - b. IDT periods excused will be scheduled as Equivalent Training (ET) IDTs and will be performed the month before, the month of, or the month after the originally scheduled IDT date. (A maximum of four ET IDTs will be credited for pay each fiscal year.)
3. IDT periods are considered Unexcused when:
 - a. No request for excuse to miss the IDT period was made prior to the end of the missed scheduled IDT period/IDT weekend.
 - b. Insufficient reasons of request for excuse of missed IDT period(s) as determined by unit Commanding Officer.
4. Nine Unexcused IDT periods in any 12 month period or failure to comply with requirements outlined in paragraph 1 above is considered Unsatisfactory Participation.
5. Failure to maintain Satisfactory Participation may result in the following actions:
 - a. **Officers:** Termination from assigned unit.
 - b. **Non-obligor:** Termination from the Selected Reserve or be placed in a 6 month probationary status.
 - c. **Advanced Pay Grade:** Reversion to your permanent rate and termination from the Selected Reserve.
 - d. **Sea and Air Mariner:** Involuntary orders up to 45 days, be placed in a probation status for 6 months, or processed for administrative separation.
6. Failure to receipt for or respond to OFFICIAL MAIL and failure to keep your Commanding Officer advised of your current address will not prevent the actions described in paragraph 5 above.
7. Termination of IDT Status:
 - a. All Reservists may request termination of IDT status due to extreme personal hardships.
 - b. You may be terminated from IDT status due to mobilization requirement change, changes in laws or regulations, or as the needs of the service dictate.
8. It is your responsibility to contact your Commanding Officer or the Naval Reserve activity where you participate concerning missed IDT(s). The activity telephone number is (504) 678-1300.

I will conform to the above requirements.

TYPED NAME AND SIGNATURE OF MEMBER:	DATE:	TYPED NAME AND SIGNATURE OF WITNESS:	DATE:
KATHY VARGO <i>Kathy Vargo</i>	4 JAN 97	CAREY WENTWORTH <i>Carey Wentworth</i>	4 JAN 97

The following IDT period(s) has/have been declared unexcused. By receipt of this form, you are again reminded of your obligation and possible consequences for unsatisfactory participation as outlined in paragraph 5 above.

DATES: (List chronologically left to right)

<u>15 MAR 97 (2)</u>	<u>18 MAY 97 (2)</u>	<u>19 JUL 97 (1)</u>	<u>17 AUG 97 (2)</u>
<u>18 OCT 97 (1)</u>	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SIGNATURE OF COMMANDING OFFICER or BY DIRECTION: K.F. SHIPLEY, CAPT USNR <i>K.F. Shipley</i>	DATE SIGNED: 4 NOV 97
---	--------------------------

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Exhibit 5

Deleted In Change 1

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Exhibit 6

SAMPLE REQUEST TO PARTICIPATE IN E4 NAVY-WIDE ADVANCEMENT EXAM

1440
Ser/
(Date)

From: Commanding Officer
To: Chief of Naval Personnel (Pers-932)

Subj : REQUEST TO PARTICIPATE IN E4 NAVY-WIDE ADVANCEMENT EXAMINATION IN THE
CASE OF (RATE, NAME, BRANCH/CLMS, SOCIAL SECURITY NUMBER, NAVY
ENLISTED CLASSIFICATION CODE)

Ref: (a) COMNAVRESFORINST 1001.5C
(b) BUPERSINST 1430.16D
(c) OPNAVINST 1160.5B

Encl : (1) Copy of latest NAVPERS 1070/603 or NAVPERS 1070/604 with ASVAB
scores (if applying for "A" school required rating)
(2) Resume of civilian education and employment background (If related
to requested rating)

1. (Rate, Member's name) has completed all advancement eligibility require-
ments per references (a) and (b) and is fully qualified for advancement to
(rate) .

2. Request authorization for subject named member to participate in the
(February/August) advancement examination for (rate). Per reference (c),
(rate) is an "A" school required rating.

(Signature)
Commanding Officer only

25 APR 1997Exhibit 7SELRES ORAMOS CATEGORIES LIST BY DESIGNATOR - PAYGRADE

DESIGNATOR	01	02	03	04	05/06
1115	A	A	A	C	NOTE 1
1125	F	F	C	E	NOTE 1
1135	A	A	A	A	NOTE 1
1145	A	A	A	A	NOTE 1
1305/	F	D	D	D	NOTE 1
1315	D	A	A	E	NOTE 1
1325	D	A	A	E	NOTE 1
1445/1465	D	D	A	A	NOTE 1
1515	F	F	B	A	NOTE 1
1525	B	B	D	D	NOTE 1
1615	A	D	D	D	NOTE 1
1625/1675	D	D	A	A	NOTE 1
1635	E	E	A	E	NOTE 1
1655	F	E	A	A	NOTE 1
1705	A	A	A	C	NOTE 1
1805	F	F	A	D	NOTE 1
2105	N/A	N/A	A	A	NOTE 2
2205	N/A	N/A	A	B	NOTE 1
2305	E	B	A	E	NOTE 1
2505	N/A	N/A	A	D	NOTE 1
2905	C	A	A	E	NOTE 2
3105	C	D	A	A	NOTE 1
4105	N/A	N/A	A	E	NOTE 1
5105	A	B	A	D	NOTE 1
6XXX (NOTE 3)	C	C	C	C	NOTE 1
7XXX (NOTE 3)	C	C	C	C	NOTE 1

Categories :

(A) Paygrade manning is under 81 percent of structured requirements.

(B) Paygrade manning is between 81 and 90 percent of structured requirements.

(C) Paygrade manning is between 91 and 100 percent of structured requirements .

(D) Paygrade manning is between 101 and 110 percent of structured requirements .

(E) Paygrade manning is over 110 percent of structured requirements.

(F) No structured requirements.

Note 1. Echelon III accession authority within the ceilings authorized by COMNAVRESFOR for 05/06 paygrades.

Note 2. Accession of officers in paygrades 05-06, not accessed by board action follows the same procedures as 01-04 accessions.

Note 3. LDO/WO accessions to IAP are authorized for 3 years from initial commission through the inservice procurement program.

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Exhibit 8SELRES ORAMOS SERIOUSLY UNDERMANNED NAVY DESIGNATOR OFFICER
BILLET CLASSIFICATION (NOBC) CODES

UNRESTRICTED LINE

11XX, 144X, 146X

COMMANDERS AND BELOW WITH NOBC 9230 (EXPLOSIVE ORDINANCE DUTY OFFICER) OR 9314
(SHIP SALVAGE).

MEDICAL CORPS (2105)

0101 INTERNIST

0109 EMERGENCY MEDICAL SPECIALIST 0108 FAMILY PRACTICE

0115 PSYCHIATRIST

0111 DERMATOLOGIST

0121 NEUROLOGIST

0118 ANESTHESIOLOGIST

0214 GENERAL SURGEON

0131 RADIOLOGIST (DIAGNOSTIC)

0229 OBSTETRICS/GYNECOLOGY

0160 PREVENTATIVE MEDICINE (PREV)

0244 ORTHOPEDIC SURGEON

0224 NEUROSURGEON

0259 COLON-RECTAL SURGEON

0234 OPHTHALMOLOGIST

0269 UROLOGIST

0249 OTOLARYNGOLOGIST

0264 THORACIC/CARDIOVILSCULAR
SURGEON

DENTAL CORPS (2205)

0510 ENDODONTIST

0525 COMPREHENSIVE DENTIST

0550 ORAL MAXILLOFACIAL SURGEON

0560 PERIODONTIST

0569 PROSTHODONTIST

MEDICAL SERVICE CORPS (2305)

0113 PHYSICIAN'S ASSISTANT

0808 PATIENT ADMIN

0880 OPTOMETRIST

0841 MICROBIOLOGIST

0892 PODIATRIST

0860 ENTOMOLOGIST

0866 MEDICAL TECHNOLOGIST

0876 DIETICIAN

0887 PHARMACIST

NURSE CORPS (2905)

0904 CRITICAL CARE NURSE

0952 NURSE ANESTHETIST

0932 PERIOPERATIVE NURSE

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Exhibit 9
REQUEST FOR SELRES ACCESSION
AUTHORITY FORMAT

From:

To: Commander, Naval Reserve Force (N113)

Via: Commander, Naval Reserve Readiness Command Region _____ or
 Commanding Officer, Naval Air Station/Naval Air Reserve/
 Naval Air Facility _____ (as appropriate)

Subj: REQUEST FOR ACCESSION AUTHORITY IN CASE OF (GRADE, NAME,
SOCIAL SECURITY NUMBER/DESIGNATOR) to (UNIT/LOCATION)

Ref: (a) COMNAVRESFORINST 1001.5C

Encl: (1) _____ RUAD (NMPC-4080-1020-3)
 (2) Naval Reserve Qualification Questionnaire for Inactive Duty
 Personnel (NRPC 1200/1)
 (3) Additional information as appropriate (e.g., DD Form 214, Resume)

1. Per reference (a), please review member's qualifications for assignment to Reserve Billet Sequence Code _____ effective _____.
 Enclosures (1) through (3) are forwarded for review.

2. Justification: Explain need for accession and describe member's qualifications. (Include length of time billet was vacant member's last satisfactory physical readiness test and body fat percentage.)

3. Additional Information:

4. Medical Department Officer information (e.g., Navy Officer Billet Classification (NOBC), credentialing information):

FOR OFFICIAL USE ONLY - PRIVACY ACT PROTECTED

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Exhibit 10

ACKNOWLEDGMENT OF STATUS OF FORCES AGREEMENT

Required for personnel performing IDT within Panama, Japan and Korea.

"I understand that while performing Individual Duty Training in Japan I will not receive any of the rights or benefits under the Status of Forces Agreement treaty that active duty members of the Armed Forces and/or their family members receive. "

I understand that while performing (Annual Training/Active Duty for Training Active Duty for Special Work in an active duty status as a Drilling Reservist in (Korea/Japan/Panama Canal), will receive the same rights and benefits under the (Korean/Japanese/Panama Canal) Status Of Forces Agreement treaty that active duty members of the Armed Forces and/or their family members receive.

(Member's Signature)

Witnessed: _____

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AA Authorized Absence
 ABFC Advanced Base Functional Components
 ABSC Active Billet Sequence Code
 ACIP Aviation Career Incentive Pay
 AD Active Duty (formerly ACDU)
 ADDU Additional Duty
 ADSW Active Duty for Special Work (formerly TEMAC (Temporary Active Duty))
 ADT Active Duty Training (formerly Special Active Duty for Training)
 AFT Additional Flying and Flight Training Period (Type of Additional IDT Period)
 AIA Accelerated Initial Accession
 AN Airman
 APG Advanced Pay Grade
 ASP Air Systems Program
 ASW Antisubmarine Warfare
 AT Annual Training (formerly Annual ACDUTRA, Active Duty for Training))
 ATP Additional Training Period (type of Additional Drill) //or// Apprenticeship Training Program
 BMSN Boatswainsmate Seaman
 BRS Billet Requisition System
 BUMED Bureau of Medicine and Surgery
 BUPERS Bureau of Naval Personnel
 CAI Cross-Assigned In
 CAO Cross-Assigned Out
 CAPT Captain
 CBHU Construction Battalion Fleet Hospital
 CBMU Construction Battalion Mobile Unit
 CB SAM Construction Basic Sea and Air Mariner
 CB (VET) Construction Basic Veteran
 CDR Commander
 CEC Civil Engineering Corps
 CHF Cargo Handling Force
 CHNAVPER Chief of Naval Personnel
 CINCUSNAVEUR Commander-in-Chief, United States Naval Forces, Europe
 CNO Chief of Naval Operations
 CO Commanding Officer
 COMNAVRESFOR Commander, Naval Air Reserve Force
 COMNAVRESFOR Commander, Naval Air Systems Command
 COMNAVINTCOM Commander, Naval Intelligence Command
 COMNAVIWGRU Commander, Naval Inshore Undersea Warfare Group
 COMNAVRESINTCOM Commander, Naval Reserve Intelligence Command
 COMNAVRESCRUITCOM Commander, Naval Reserve Recruiting Command
 COMNAVRESFOR Commander, Naval Reserve Force
 COMNAVRESREDCOM Commander, Naval Reserve Readiness Command
 COMNAVSEASYS Commander, Naval Sea Systems Command
 COMNAVRESFOR Commander, Naval Surface Reserve Force
 COMRNCFCSC Commander, Reserve Naval Construction Force Support Command
 CONUS Continental United States
 CPER Category Personnel
 CSP Career Sea Pay
 CT Cryptologic Technician
 DCID Director Central Intelligence Directive
 DDS Direct Deposit System
 DEERS Defense Eligibility Enrollment Reporting System

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DFAS. Defense Finance Accounting Service
 DG Defense Group
 DIFCREW Duty Involving Flying Crew
 DIFDEN Duty Involving Flying Denied (Duty in a flying status not involving flying)
 DIFOPS. Duty Involving Flying Operations (Duty in a flying status involving operational or training flights)
 DMR. Drill Muster Record
 DoD Department of Defense
 DoDPM Department of Defense, Military Pay and Allowance Entitlements Manual
 DONCAF Navy Adjudication Facility
 DOT Dictionary of Occupational Titles
 DO Dental Technician
 ECMO Enlisted Career Management Objective
 ECPC Expanded Compensation Pay Code
 EDUC Education
 EOD Explosive Ordnance Disposal
 EODMU. Explosive Ordnance Disposal Mobile Unit
 EOS Expiration of Service
 ET Equivalent Training
 ETNP Equivalent Training Nonpay
 FITREP Fitness Report
 FMF. Fleet Marine Force
 FN. Fireman
 FSSG. Force Service Support Group
 FTC Fleet Training Center
 FTS Full Time Support
 FTU Fleet Training Unit
 FY. Fiscal Year
 GED General Education Diploma
 HIV Human IMMUNODEFICIENCY Virus
 HM. Hospital Corpsman //or//
 Helicopter Mine Countermeasures Squadron
 HSETC Health Services Educational Training Command
 HYT High Year Tenure
 IADT. Initial Active Duty Training
 IAP In Assignment Processing
 IDT Inactive Duty Training
 IDTT Inactive Duty Training Travel
 IMA Individual Mobilization Augmentee
 IMAPMIS Inactive Manpower and Personnel Management Information System
 IPR IDT Participation Record
 IRR. Individual Ready Reserve
 IS Intelligence Specialist
 IUW Inshore Undersea Warfare
 IUWGRU Inshore Undersea Warfare Group
 JAG Judge Advocate General
 JAGMAN Judge Advocate General's Manual
 LOD. Line of Duty
 LN Legalman
 MA Master-At-Arms
 MACG Mobilization Assignment Control Group
 MANMED. Manual of the Medical Department
 MAS Mobilization Assignment Status
 MDC Mandatory Drill Code
 MDO Military Drill Obligation
 MDSU Mobile Dive Support Unit
 MEPS. Military Entrance Processing Station
 MH Medical Hold
 MILPERSMAN Military Personnel Manual

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MIUW. Mobile Inshore Undersea Warfare
 MIUWU Mobile Inshore Undersea Warfare Unit
 MMIRRG Merchant Marine Individual Ready Reserve Group
 MMR. Merchant Marine Reserve
 MMROCH. Merchant Marine Reserve Operational Command Headquarters
 MOS Military Occupational Specialty
 MR. Medical Release
 MSC Military Sealift Command
 MSO Military Service Obligation
 MTF Medical Treatment Facility
 NAF Naval Air Facility
 NAS Naval Air Station
 NATOPS Naval Air Training and Operating Procedures
 Standardization
 NAVAIRES Naval Air Reserve
 NAVAIRESACT. Naval Air Reserve Activity
 NAVAIRSYSCOM Naval Air Systems Command
 NAVET Navy Veteran
 NAVIUWGRU. Naval Inshore Undersea Warfare Group
 NAVPERS Naval Personnel
 NAVRES Naval Reserve
 NAVRESCEN. Naval Reserve Center
 NAVRESFLTHOSP. Naval Reserve Fleet Hospital
 NAVRESPERSCHEN. Naval Reserve Personnel Center
 NAVRESREDCOM. Naval Reserve Readiness Command
 NAVRESSECGRU. Naval Reserve Security Group
 NAVSEASYSYSCOM. Naval Sea Systems Command
 NAVSUP Naval supply
 NAVSUPMAN. Naval Supply Manual
 NCFSU Naval Construction Force Support Unit
 NCIS Naval Criminal Investigative Service
 NEC Navy Enlisted Classification (Code)
 NEDOC Navy Expanded Drill Opportunity Clinical
 NFO. Naval Flight Officer
 NMCB Naval Mobile Construction Battalion
 NOACT. Navy Overseas Air Cargo Terminal
 NOBC. Navy Officer Billet Classification (Code)
 NOE Notice of Eligibility
 NRA Naval Reserve Activity
 NRCIS Naval Reserve Command Intelligence Support
 NRDP. Naval Reserve Drill Pay Report
 NRED Naval Reserve Engineering Duty
 NREDQP Naval Reserve Engineering Duty Qualification Program
 NRF. Naval Reserve Force
 NRIP Naval Reserve Intelligence Program
 NRSE Naval Reserve Support Element
 NRQQ. Naval Reserve Qualification Questionnaire for Inactive
 Duty Personnel
 NSCC Naval Sea Cadet Corp Program
 OIC Officer-in-Charge
 OF Occupational Field
 OJT On-the-Job Training
 OUTCONUS. Outside Continental Limits of the United States
 PARS Personnel Advancement Requirements
 PAYPERSMAN. Navy Pay and Personnel Procedures Manual
 PERSUPDET. Personnel Support Detachment
 PRD Projected Rotation Date
 PRIMUS Physician Reservists in Medical Universities and Schools
 RAMP Reserve Allied Medical Program
 RAPIDS Realtime Automated Personnel Identification System
 RBSC Reserve Billet Sequence Code
 RCHB Reserve Cargo Handling Battalion

B-4

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APPENDIX CLIST OF INSTRUCTIONS AND PUBLICATIONS

The following is a list of the current instructions and publications mentioned in this instruction:

<u>DoD Directive</u>	<u>NAVSEAINST</u>	<u>COMNAVAIRESFORINST</u>
1000.13 of 30 Dec 93	1001.3G	3710.4C
7000.4-R of 1 May 93		5400.5
	<u>BUPERSINST</u>	
	1001.39B	<u>COMNAVSURFRESFORINST</u>
<u>SECNAVINST</u>	1326.4B	1534.1
1001.33A	1430.16D	5400.5B
1770.3B	1610.10	7220.1B
1820.2A	1750.10	
1920.6A	1770.3	<u>COMNAVRESCUITCOMINST</u>
4651.8L		1131.1, Volumes I and II
5211.5D	<u>COMNAVRESFORINST</u>	1133.1B
5212.5C	1001.5C	
7220.77D	1001.7	<u>COMNAVRESINTCOMINST</u>
<u>OPNAVINST</u>	1540.10B	5400.5E
1160.7B	1570.9H	
1440.1C	1570.11A	<u>JAGINST</u>
1534.1B	1571.7H	1301.2
3710.7Q	5320.1B	5800.7C
5510.1H	5760.2B	
6110.1D		
<u>NSHSINST</u>	<u>COMNAVRESFORNOTE</u>	<u>COMNAVSURFRESFORNOTE</u>
1500.53	5320 of 12 Jul 96	5400 of 23 Jan 98

Publications

COMNAVRESFOR P4000.1	Naval Reserve Logistic Support Handbook
DoD 7000.14-R of 12 Dec 94	Department of Defense Military Pay and Allowances Entitlements Manual (DoDPM)
NAVPERS 15909E	Enlisted Transfer Manual
JAGINST 5800.7C	Manual of the Judge Advocate General (JAGMAN)
NAVMED P-117	Manual of the Medical Department
NAVPERS 15560C	Naval Military Personnel Manual
NAVSO P-3050-131	Navy Pay and Personnel Procedures Manual
NAVSUP Manual	Navy Supply Manual
Us. Code Title 10	Section 6389
NAVPERS 15665I	U.S. Navy Uniform Regulations, 1997
NAVPERS 15812	Manual of Enlisted Classification Procedures
NAVPERS 18068F	Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards
DOT Manual	Dictionary of Occupational Titles, Fourth Edition, 1977
JFTR	Joint Federal Travel Regulations
RSL Users Guide	Naval Reserve Information Systems Office Research Status Log Users Guide

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APPENDIX DINDEX OF FORMS

1. Unless otherwise noted by an "*", all forms listed below are available for issue through the Navy Supply System using requisitioning procedures in NAVSUP P2002, Navy Stock List of Publications and Forms:

<u>Form Number</u>	<u>Title</u>
DD 214	Certificate of Release or Discharge From Active Duty S/N 0102-LF-000-2140
DD 450 (10-91)	Confidential Statements of Affiliations and Confidential Financial Interests S/N 7540-01-351-9173
DD 1172A	Application for Uniform Services Identification Card/ Deers Enrollment S/N 0102-LF-001-1723
DD 1879	Request for Personnel Security Investigation S/N 0102-LF-068-0100
DD 2058	State of Legal Residence S/N 0102-LF-002-0580
NAVCOMPT 2120	ADT Pay Voucher S/N 0104-LF-702-1201
NAVCRRUIT 1000/20	Officer Appointment Acceptance and Oath of Office *Stocked at COMNAVCRRUITCOM WASHINGTON DC
NAVFINCEN 5110/7	Change of Address Notice
NAVMED 6120/3	Annual Certificate of Physical Condition S/N 0105-LF-012-3800
NAVPERS 1001/3	Ready Reserve Screening Questionnaire S/N 0106-LF-016-4700
NAVPERS 1070/602	Dependency Application/Record of Emergency Data S/N 0106-LF-018-6022
NAVPERS 1070/604	Enlisted Qualification History S/N 0106-LF-010-6948
NAVPERS 1070/613	Administrative Remarks S/N 0106-LF-010-6991
NAVPERS 1070/615	Record of Discharge from the U.S. Naval Reserve (Inactive) S/N 0106-LF-010-7001
NAVPERS 1200/1	Ready Reserve Transfer Request Service Agreement S/N 0106-LF-012-0007
NAVPERS 1221/1	Navy Enlisted Classification (NEC) Change/ Recommendation S/N 0117-LF-012-2008

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NAVRES 1220/4	Dictionary of Occupational Titles (DOT) S/N 0117-LF-018-8400
NAVRES 1301/5	Reserve Officer Request for Transfer/Termination S/N 0117-LF-013-0126
NAVRES 1320/2	Temporary Additional Duty S/N 0117-LF-010-2800
NAVRES 1321/1	Officer Application/Orders for Inactive Duty Training S/N 0117-LF-013-2105
NAVRES 1321/2	InActive Duty Training Orders - Termination/ Cancellation/Modification S/N 0117-LF-013-2110
NAVRES 1326/2	Enlisted Application and Orders to Naval Reserve Unit Termination/Modification S/N 0117-LF-013-2611
NAVRES 1326/4	Enlisted Application and Orders to a Naval Reserve Unit (Non-Obliger) S/N 0117-LF-013-2620
NAVRES 1326/5	Enlisted Inactive Duty Training Orders to a Naval Reserve Unit (Obliger) S/N 0117-LF-013-2628
NAVRES 1570/2 (Rev. 1-98) (Rev. 7-92 is obsolete)	Satisfactory Participation Requirements/Record of Unexcused Absences S/N 0117-LF-114-8500
NAVRES 1570/21	Inactive Duty Training (IDT) Participation Record (RSTARS Generated Only)
NAVRES 1570/22	Individual IDT Participation Record (RSTARS Generated Only)
NAVRES 1571/15	Request for Training Orders S/N 0117-LF-015-3900
NRPC 1200/1	Naval Reserve Qualification Questionnaire for Inactive Duty Personnel (Mailed from NAVRESPERSSEN, annually)
SF-88	Report of Medical Examination S/N 0105-LF-200-7140
SF-93	Report of Medical History S/N 7540-00-181-8308
SF-1199A	Direct Deposit Sign-Up Form S/N 7540-01-058-0224
SGLV-8286	Serviceman Group Life Insurance Election and Certificate